

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.



COMMISSION MEETING AGENDA

Thursday, January 31, 2002
3649 Mission Inn Avenue
Riverside, CA 92501
Telephone: (909) 784-0300

AGENDA

Gray Davis
Governor

Bill Lockyer
Attorney General

CALL TO ORDER - 10:00 A.M.

COLOR GUARD AND FLAG SALUTE

Presentation of colors by the Riverside Police Department.

MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY

Since the last Commission meeting, no officers have lost their lives while serving the public.

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

WELCOMING ADDRESS

Welcoming address will be given by Chief Russ Leach of the City of Riverside Police Department.

APPROVAL OF MINUTES

- A. Approval of the Minutes of the December 13, 2001, Commission Meeting at the Hyatt Regency Hotel in Long Beach.



CONSENT CALENDAR

B.1 Receiving Course Certification Reports

Since the November 2001 meeting there have been 69 certifications, 2 decertifications, and 140 modifications.

In approving the Consent Calendar, your Honorable Commission receives the report.

B.2 Receiving Financial Report - Second Quarter FY 2001/02

The second quarter financial report is enclosed under this tab for information purposes.

In approving the Consent Calendar, your Honorable Commission receives the report.

B.3 Anti-Terrorism: A Special POST Broadcast

On November 13, 2001, the California POST Television Network broadcast *Anti-Terrorism: A Special Report*. The special report broke new ground for the network in providing a timely, lively forum for law enforcement to share information on a topic of statewide interest. During the weeks following the events of September 11, 2001, POST began fielding numerous requests for information from law enforcement agencies on the subject of terrorism. The consensus of inquiries was that law enforcement would have to change the way it responded to acts of terrorism in the future. Agencies were hungry for any information dealing with their responsibilities. The program recognized that events of September 11, 2001, changed the way that local law enforcement deals with terrorism. Law enforcement agencies throughout the state were notified by bulletin and Internet of the date and time of the broadcast. Chief Executives were solicited to tune in and share their thoughts and questions concerning this important topic. The broadcast was organized within 21 working days, which was a milestone for the California POST Television Network. Numerous requests were received for copies of the broadcast and a possible rebroadcast to the special report.

B.4 Approval of Revised Medical Screening Guidelines

Revisions to the POST Medical Screening Manual for California Law Enforcement have been made to reflect changes to the law and advances in the diagnosis and treatment of a variety of medical conditions. In addition to being available from the POST publication desk, these updates will be installed on the POST website.

B.5 Annual Review of Command College Tuition for Non-Reimbursable Agencies

Consistent with Commission policy, staff annually reviews the tuition charged to non-reimbursable agencies and reports to the Commission each January with the recommended tuition for the coming year.

The current tuition for the Command College is \$3,110. Analysis of the costs is included in the report under this tab. The analysis suggests that the current tuition should remain the same for 2002 for classes beginning May 2002 through March 2003.

In approving the Consent Calendar, your honorable Commission receives the report and sets the tuition rate of \$3,110 for Class 32 (Session 7), and Classes 33, 34, and 35 that are tentatively scheduled to begin between May 2002 and March 2003.

B.6 Sherman Block Supervisory Leadership Institute Tuition for Non-Reimbursable Agencies

Consistent with Commission policy, staff annually reviews the tuition charged to non-reimbursable agencies and reports to the Commission each January with the recommended tuition for the coming year.

The current year tuition rate is \$1,853. Analysis shows that the tuition level should be unchanged for classes beginning July 2002 through June 2003. Analysis of costs is included in the report under this tab.

In approving the Consent Calendar, your Honorable Commission receives the report and sets the tuition rate at \$1,853 for classes beginning July 1, 2002 through June 30, 2003.

B.7 POST Grant Proposals

The report under this tab describes two grant proposals developed by staff that seek supplemental funding for training related to terrorism and community policing.

B.8 Approval of Resolution

- Retiring Chief Melvin E. "Mel" Nichols of Redondo Beach Police Department.

In approving the Consent Calendar, your Honorable Commission adopts the resolution commending Chief Nichols for his many contributions to the law enforcement profession.

PRESENTATION OF PLAQUE TO FORMER COMMISSIONER TOM KNUTSON

A special award will be presented to former Commissioner Tom Knutson for his dedication to law enforcement and service on the POST Commission from May 1997 to November 2000.

BASIC TRAINING BUREAU

C. Proposed Changes to Basic Course Curriculum

As part of an ongoing review of Regular Basic Course content, POST staff and curriculum consultants (academy instructors and other subject matter experts) thoroughly review learning domain content to determine if revisions are necessary. This process occurs in regularly scheduled workshops during which curriculum and supporting material for specific domains are updated to reflect emerging training needs, complying with legislatively-mandated subject matter changes in the law, or improving student learning and evaluation.

Proposed changes to the training and testing specifications for Learning Domains #23 Crimes in Progress and #36 Information Systems are the result of these regularly scheduled reviews and significantly modify one or more of the elements of the domains.

All proposed changes have been reviewed and endorsed by the Consortium of Academy Directors. Staff recommends that the proposed curriculum changes be adopted pursuant to the Administrative Procedures Act by using the Notice of Proposed Regulatory Action Process.

If the Commission concurs, the appropriate action would be a MOTION to approve the changes as described in the staff report. If no one requests a public hearing, the changes would go into effect July 1, 2002.

D. Proposed Changes to Specialized Investigators' Basic Course

At the January 27, 2000, meeting, the Commission approved the release of a Request for Proposal (RFP) to develop four student workbooks for the Specialized Investigators' Basic Course (SIBC) and enter into a contract to develop and deliver the workbooks during the summer. Educational Services for Law Enforcement Training (ESLET) completed the terms of the contract by delivering four draft workbooks to POST on September 30, 2001.

As part of the development of the workbooks, ESLET and the SMEs thoroughly reviewed learning domain content in order to modify the curriculum to reflect emerging training needs, comply with legislatively-mandated subject matter and changes in the law, or improve student learning and evaluation. The proposed modifications include: 1) new training specifications for the four investigative-specific learning domains (60's series) and folding those domains into the document, *Training and Testing Specifications for Peace Officer Basic Courses*; 2) eliminating the document, *Training Specifications for the Specialized Investigators' Basic Course*; and, 3) increasing the minimum hourly requirement for the course to 591 hours.

Staff recommends that the proposed changes be adopted pursuant to the Administrative Procedures Act by using the Notice of Proposed Regulatory Action Process.

If the Commission concurs, the appropriate action would be a MOTION to approve the changes as described in the staff report. If no one requests a public hearing, the changes would go into effect July 1, 2002.

EXECUTIVE OFFICE

E. Proposed Training Requirements for Racial Profiling Mandate

Penal Code Section 13519.4(f) requires POST to develop mandated initial and refresher training for peace officers on racial profiling. In consultation with an appointed Racial Profile Panel and other law enforcement/trainer experts, POST has developed proposed training courses to meet these training requirements. For the initial training, a four-hour course is proposed that includes curriculum required by the legislation along with other topics. The training will be, as required by the law, highly interactive with group discussions stimulated by POST-developed video scenarios. To help ensure quality and standardization, POST plans to present training workshops for course facilitators, provide facilitator manuals, and conduct at least one pilot presentation. This course contains eight broad topics and detailed content is contained in a course outline under this tab. For the refresher training, a two-hour course is proposed that contains a review of applicable initial training and update on changes in law and practices. Peace officers are required to complete this training once every five years after completing the initial training course.

The proposed regulation 1081(a) (32) provides that the initial training course should be completed by July 2004, which is two years following expected OAL approval of these regulations. The proposed regulation also provides that satisfaction of the initial training course can be accomplished by completing the regular basic course after July 1, 2003. It is planned that POST will consider curriculum additions for the basic course sometime in advance of this date.

Staff recommends that the proposed changes be adopted pursuant to the Administrative Procedures Act by using the Notice of Proposed Regulatory Action Process.

If the Commission concurs, it is recommended the Commission approve the proposed training for racial profiling subject to the Notice of Public Hearing process.

F. Proposed Changes to POST Certificate Requirements

In response to POST Strategic Plan Objective C.10, staff has reviewed the requirements for POST's certificates with input from an advisory committee representative of California law enforcement and trainers. Requirements for POST's voluntary certificates (Intermediate, Advanced, Supervisory, Management, and Executive) have not been updated since their inception in the late 1960's. Yet, conditions cited in the report have lessened the need for officers to exert initiative in terms of pursuing a college education. The need for college educated law enforcement officers is described in the report.

Recommended changes to certificate requirements include:

1. Intermediate and Advanced - elimination of lower end options for qualifying that involve acquiring training and education points.
2. Supervisory - increasing the educational requirement from 60 semester units to an A. A. degree or 60 semester units from a four-year college or university.
3. Management and Executive - increasing the educational requirement from 60 semester units to a B. A. degree. Rationale and benefits for these changes are described in the report under this tab. These proposed changes would not impact existing officers nor those appointed before January 1, 2003, but rather only those appointed after this date.

Because these proposed changes can impact some bargaining agreements in which law enforcement agencies base pay incentive programs on achieving POST certificates, a public hearing is recommended to consider these changes.

It is recommended the Commission schedule a public hearing at the April 2002 meeting to consider the above changes to requirements for POST's certificates.

STANDARDS AND EVALUATION

G. Contract Request for Assistance in the Development of Pre-Employment Personality/Integrity Assessment for Peace Officers

The Commission has contracted with Dr. Deniz Ones since November 2000 to perform various services in support of Strategic Plan Item A.1 Component II: the revision of the POST psychological screening guidelines. Component I of this Strategic Plan item calls for the creation and/or identification of a pre-offer measure of integrity and associated personality constructs for selecting entry level peace officers. Dr. Ones' status as an internationally-recognized expert in the field of personality assessment in personnel selection, as well as the expertise she and her staff have accrued in the course of working on the POST psychological screening project, makes her uniquely qualified to provide the background research and development associated with the pre-offer personality assessment project.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to initiate a contract with Dr. Deniz Ones in an amount not to exceed \$75,000. (ROLL CALL VOTE)

TRAINING PROGRAM SERVICES

H. Contract with the San Francisco Police Department for the Robert Presley Institute of Criminal Investigation (ICI) Core Course

Should the Commission authorize the Executive Director to enter into a contract with the San Francisco Police Department for three presentations of the Robert Presley Institute of Criminal Investigation (ICI) Core Course at an average cost of \$21,386 for each presentation and a total amount not to exceed \$64,158 for fiscal year 2001/2002? This is a renewal of a contract that was in effect for fiscal year 2000/2001. Because of budgetary constraints for this fiscal year, this contract is being limited to only three presentations instead of five, as in past years.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into a contract with the San Francisco Police Department in a total amount not to exceed \$64,158. (ROLL CALL VOTE)

I. Proposed Expenditures From 2001/02 BCPs

At the November 8 meeting, the Commission approved the redirection of FY 01/02 Budget Change Proposals (BCPs) # 3 and # 4, totaling \$4.75 million, to the projected \$4.8 million budget deficit. The State Department of Finance (DOF) has approved a \$2.8 million redirection. DOF has specified that the remaining \$1.95 million is to be spent on items approved for purchase within the scope of the BCPs. At their request, DOF has been provided with the following list of items, totaling \$1.949 million, to be purchased with the remaining funds:

- 1) \$374,000 for the development of DVD multimedia training programs
- 2) \$850,000 to replace driving simulators at the Modesto Ray Simon Training Center and the Butte Training Center
- 3) \$625,000 to fund a Regional Training Center in Kings/Tulare County
- 4) \$100,000 to purchase 20 Dispatcher Simulators.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into contracts for items 1 - 4 (above), for an amount not to exceed \$1.95 million. (ROLL CALL VOTE)

J. Contract Augmentation for the Management Fellow for the Violence Against Women Act (VAWA) Grant

In August 1997, the Commission voted to accept a VAWA Law Enforcement Grant in the amount of \$2,929,112.

Over the past four years, the Commission has approved additional augmentations to the grant bringing the current total to \$7,038,179. Since the beginning of the grant POST has contracted for a management fellow to serve as the assistant coordinator of the grant.

In August 2001, the Commission approved a contract for this position in the amount of \$120,000. Since that time, the person selected was promoted by her agency and has had an increase in salary.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to increase the contract amount for the management fellow \$7,818 to bring the total to \$127,818. (ROLL CALL VOTE)

COMMITTEE REPORTS

K. Long Range Planning Committee Report

Bill Kolender, Chairman of the Long Range Planning Committee, will report on issues discussed at the Committee meeting held December 13, 2001, at the Hyatt Regency in Long Beach.

L. Advisory Committee Report

Alex Bernard, Chairman of the POST Advisory Committee, will report on: 1) the results of the Advisory Committee meeting held on January 30, in Riverside; and 2) the Advisory Committee's recommendations for recipients for the Governor's Award for excellence in Peace Officer Training.

M. Finance Committee Report

Finance Chairman James Fox will report on the results of the January 30, 2002, meeting in Riverside.

The agenda for the Finance Committee meeting is under this tab.

N. Legislative Review Committee

Commissioner Laurie Smith, Chairman of the Legislative Review Committee, will report on the issues discussed at the Committee meeting held on January 31, 2002, in Riverside.

OLD/NEW BUSINESS

O. Appointment of Nominating Committee

Chairman Bill Kolender will appoint members to the Nominating Committee for the purpose of election of new Commission officers.

P. Scheduling of Future Commission Meeting Dates

Commission meeting dates for 2002 and 2003 will be discussed and scheduled.

FUTURE COMMISSION DATES

April 11, 2002, Ramada Plaza Hotel, Culver City

July 18, 2002, Hyatt Regency, San Francisco Airport

November 21, 2002, location to be determined

NOTE: Upon adjournment, at the request of the Executive Director, the Commission will meet in closed session for discussion of Commission and personnel issues.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.

COMMISSION MEETING MINUTES

Thursday, December 13, 2001

Hyatt Regency Hotel
200 South Pine Avenue
Long Beach, California



STATE OF
CALIFORNIA

Gray Davis
Governor

Bill Lockyer
Attorney General

Chairman William Kolender called the Commission meeting to order at 1:00 p.m.

FLAG SALUTE AND WELCOMING ADDRESS

The Color Guard from the Long Beach Police Department posted the colors and Chairman Kolender led the pledge of allegiance.

WELCOMING ADDRESS

Jerome Lance, Chief of Police for Long Beach, welcomed POST Commission and staff to the City.

Executive Director Kenneth O'Brien expressed his appreciation to Chief Lance for the role Long Beach Police Department has taken in the development of the Racial Profile program.

MOMENT OF SILENCE HONORING THOSE WHO HAVE GIVEN THEIR LIVES IN THE WAR NOW IN PROGRESS

Chairman Kolender expressed gratitude that there had been no peace officer killed in the line of duty since the last Commission meeting. There was a moment of silence to honor those that have given their lives in the war on terrorism, now in progress.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Commissioners present:

Marc Cobb
George (Joe) Flannagan
James P. Fox
Bud Hawkins
Monty Holden
Ted Hunt
William Kolender
Arthur Lopez
Rana Sampson



Commissioners absent:

LeRoy Baca
Patrick Boyd
Laurie Smith

INTRODUCTIONS

George Morris, Ventura Police Department
Ed Brundage, Orange County Sheriff's Department
Arnold Lopez
Wayne Phillips
John Avila, Cypress Police Department
Greg Kyritsis, San Bernardino Sheriffs Academy
Pete Curzoh, Riverside Police Department
George Gascon, Los Angeles Police Department
Jim Weave, Cypress Police Department

Staff present:

Kenneth J. O'Brien, Executive Director
Dick Reed, Assistant Executive Director
Hal Snow, Assistant Executive Director
Mike DiMiceli, Assistant Executive Director
Anita Martin, Commission Secretary

APPROVAL OF MINUTES

- A. MOTION - Fox, Second - Hawkins, carried unanimously to approve the Minutes of the November 8, 2001, meeting at the Holiday Inn Northeast, Sacramento, California.

ADMINISTRATIVE SERVICES

B. POST's Priorities

Staff provided background information on factors that have influenced POST priorities, including:

- POST's Strategic Plan - The plan is the Commission's expressed priorities for its standards, training delivery, and services. The plan has heretofore represented a collaboration between POST, its clients, and its partners.
- Commission Reimbursement Policies - Reinforcing POST reimbursement policies are the principles that: 1) the amount of reimbursement is directly correlated to the amount of training an agency receives and 2) law enforcement agency heads determine which officers receive particular types of training. The Commission's

policy determination has largely been consumed by matching reimbursement and contract resources with the volume of trainees to stay within budget.

- Training Determination - Law enforcement agencies are the driving force behind the POST training programs in terms of what is certified, where certifications occur, and how many course presentations are authorized. The system is dynamic and constantly changing to meet the field's continuously changing needs. This process is in recognition that agencies know best what training is needed in their area and agency.
- State Law - The majority of state training mandates have been preceded by POST making such training available based upon expressed needs by law enforcement. To a large extent, state training mandates are a reflection of what already exists.
- Budget Constraints - POST must operate within the framework of the State of California and its budget.
- Training Partnership - POST's entire training system is founded upon a partnership between POST, the agencies, and the training presenters, which has endured since the founding of POST in 1959. Each partner shares in the cost of training which annually amounts to hundreds of millions of dollars. POST is normally the driving force in ensuring that training needs are met.

Executive Director Ken O'Brien reiterated that the POST Strategic Plan, which the Commission has adopted, is the method by which priorities are established.

There was a discussion concerning the impact that Anti-Terrorism Training will have upon POST's financial resources. Executive Director O'Brien reported that the State Legislature is emphasizing training and it has appeared to be very receptive to POST's efforts. Anti-Terrorism training will be integrated throughout a number of agencies, including POST, under federal government leadership. Existing training developed by the federal government is now being used. Staff intends to present a training plan proposal for consideration of the Long Range Planning Committee in March 2002.

Additional potential priorities were discussed at length. Chairman Kolender emphasized that the needs of the law enforcement community within the State of California set the priorities for POST training.

There was a lengthy discussion concerning the urgent need to provide anti-terrorism training.

MOTION - Fox, Second - Cobb, carried unanimously to establish priorities of POST as follows: 1) Training for the safety of Officers, specifically including anti-terrorist training, 2) Statutorily mandated training, 3) Staff is directed to pursue any and all possible grants available to establish an integrated training system which will include ethics, community oriented policing, and problem oriented problem solving.

C. Budget Reduction Recommendations

This item was developed with the intention of balancing POST's budget this year.

Staff presented the following cost containment reduction options:

	<u>Action</u>	<u>Potential Savings</u>
1.	Limit POST presented curriculum development workshops and seminars, effective January 1, 2002 through June 30, 2002.	\$ 200,000
2.	Reduce Backfill Reimbursement to 50% effective February 1, 2002 to June 30, 2002.	\$ 833,333
3.	Reduce number of Plan I and Plan III presentations from January 1, 2002 to June 1, 2002.	\$ 100,000
4.	Eliminate MIDP Class #2 for FY 01-02	\$ 114,000
5.	Suspend Team Building Workshops from January 1, 2002 to June 30, 2002.	\$ 141,000
6.	Establish an 80-hour cap on Reimbursement for FY 01-02, effective July 1, 2001 (retroactive)	\$ 500,000
7.	Convert all Skill and Knowledge Module courses to POST Plan N/A (CPT credit given/no reimbursement)	<u>\$ 104,000</u>
	TOTAL:	\$1,992,333

At the November 8, 2001, meeting, staff presented an additional option, that of deferring the start of the December Command College. However this option was withdrawn because the December 2, 2001, class has now started. There will be a May 2002 Command College class, but it has minimal fiscal ramifications.

MOTION - Fox, Second - Sampson, carried unanimously to approve the Executive Director's discretion to impose any or all of the proposed options (listed above), as needed, to balance the FY 01/02 Budget.

Adjourned: 3:25 P.M.

Respectfully submitted,

Anita L. Martin
Anita L. Martin
Commission Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Course Certification/Decertification Report		Meeting Date January 31, 2002
Bureau Training Delivery Bureau	Reviewed By Tom Hood, <i>[Signature]</i>	Researched By Rachel S. Fuentes <i>[Signature]</i>
Executive Director Approval	Date of Approval	Date of Report January 7, 2002
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

The following courses have been certified or decertified during the second quarter of the FY 2001-02.

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
1. Internet Crime Investigation	FBI, Los Angeles	Technical	IV
2. Instructor Development	Santa Rosa Training Center	Technical	IV
3. Firearms/Tactical Rifle	Napa Valley College CJTC	Technical	N/A
4. Special Weapons & Tactics	Brentwood P.D.	Technical	IV
5. Internal Affairs Investigation	Napa Valley College CJTC	Technical	N/A
6. Arrest & Firearms (P.C. 832)	San Joaquin Delta College	P.C. 832	N/A
7. Skills & Knowledge Modular Training	San Francisco Emergency Com.	Technical	N/A
8. Arson Investigation 2A	State Center Reg. Training Fac.	Technical	IV
9. Radar-Laser Operator (Lidar)	College of the Redwoods PSC	Technical	IV
10. Radar Operator	College of the Redwoods PSC	Technical	IV
11. Haz Mat - 1 st Responder Nuclear	Butte College Training Center	Technical	N/A
12. Supervisory Update	Napa Valley College CJTC	Supv. Trng.	N/A
13. Critical Incident Management Update	D-Prep	Technical	N/A
14. Child Abuse Inv.- 1 st Responder	Sonoma State University	Technical	II*

*Back-fill approved courses

CERTIFIED (Continued)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
15. Critical Incident Instructor	San Pablo P.D.	Technical	IV
16. Asset Forfeiture Financial Inv	CA District Attorney's Assn.	Technical	N/A
17. Traffic Collision Investigation	Livermore P.D.	Technical	N/A
18. Firearms Instructor Update	Napa Valley College CJTC	Technical	IV
19. Skills & Knowledge Modular Training	Los Banos DPS	Technical	IV
20. Sexual Assault Investigation	Sacramento Reg. CJTC	Technical	IV
21. Training Conference	Human Rights/Fair Housing Commission	Technical	N/A
22. Haz Mat: Incident Commanders	Butte College Training Center	Technical	N/A
23. Inter. Trng for School Officers	Redlands P.D.	Technical	IV
24. Tactical Response School/Community Violence	San Pablo P.D.	Technical	IV
25. Radar Operator	Ontario P.D.	Technical	IV
26. Firearms/Tactical Rifle	Chino P.D.	Technical	II*
27. Homicide Investigation	Riverside County S.D.	Technical	IV
28. Dispatcher Update, PS	San Bernardino Co. S.D.	Technical	IV
29. Firearms/Submachine Gun	Chino P.D.	Technical	IV
30. Management Update Seminar	Contra Costa County S.D.	Mgmt. Trng.	IV
31. Firearms - Pistol/Shotgun Instr.	Kern Co. S.D.	Technical	IV
32. Detective Orientation	Alameda County S.D.	Technical	IV
33. Force Option Simulator	San Bernardino Co. S.D.	Technical	II*
34. Legal Update for Patrol	Los Angeles Co. D.A.'s Office	Technical	IV
35. Management Update Seminar	Los Angeles Co. D.A.'s Office	Mgmt. Trng.	IV
36. Dispatcher Update, PS	Golden West College RCJTC	Technical	IV
37. First Aid/CPR Update	DOJ Training Center	Technical	N/A

Back-fill approved courses

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
38.	CCI-Recovery Foot/Tire Impression Evidence	CA Criminalistic Institute	Technical	IV
39.	Firearms/Tactical Rifle	Galt P.D.	Technical	N/A
40.	Investigator's Orientation	CA Dept. of ABC	Technical	N/A
41.	Homicide Investigation, ICI	CSU, Sacramento	Technical	IV
42.	Taser Operator	Sacramento Co. S.D.	Technical	IV
43.	Driver Training Simulator	Sacramento P.D.	Technical	II*
44.	Chemical Agent Instructor	Sacramento Co. S.D.	Technical	II*
45.	Criminal Inv. Institute - Core	CSU, Sacramento	Technical	IV
46.	Computer Crime Training/Supv.	Sacramento Co. S.D.	Technical	IV
47.	Child Abuse (ICI)	CSU, Sacramento	Technical	IV (w/contract)
48.	Tactical Response School/ Community Violence	Sacramento Co. S.D.	Technical	IV
49.	Drug ID/Packing & Street Dev.	Santa Ana P.D.	Technical	IV
50.	Firearms/Tactical Handgun	Orange Co. S.D.	Technical	II*
51.	Legal Update for Investigators	Los Angeles Co. DA's Office	Technical	IV
52.	COP/Ethics & Integrity	RCPI, Sacramento P.D.	Technical	N/A
53.	Crisis Intervention	Redding P.D.	Technical	IV
54.	Weapons of Mass Destruction 1 st Responder	Sacramento Co. S.D.	Technical	IV
55.	Tactical Response School/ Community Violence	College of the Siskiyou	Technical	IV
56.	School Resource Officer	Modesto P.D.	Technical	III
57.	Radar-Laser Operator (Lidar)	Napa Valley College CJTC	Technical	IV
58.	Level II Modular Training	College of the Desert	BC-Modular Format	N/A
	Skills & Knowledge Modular Training	Ukiah P.D.	Technical	IV

*Back-fill approved courses

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
60.	Arrest & Control/Self Defense	College of the Redwoods	Technical	II*
61.	Critical Incident Stress Debriefing	The Counseling Team	Technical	IV
62.	Dispatcher, PS	Napa Valley College CJTC	PS Dispatcher	IV
63.	Skills & Knowledge Modular Training	Manteca P.D.	Technical	IV
64.	Criminal Inv. Institute - Core	State Center Reg. Training Facility	Technical	IV
65.	Management Update Seminar	Yuba College	Technical	IV
66.	Vehicle Theft Inv. For Patrol	Santa Ana P.D.	Technical	IV
67.	Canine Team Evaluators	Yuba College	Technical	IV
68.	Hate Crimes	San Diego P.D.	Technical	IV
69.	Identify Theft Inv. - ICI	San Diego Regional Training Center	Technical	IV

There was no additional IVD/CD ROM courses certified as of 12-31-01. To date, 277 IVD/CD ROM certified presenters have been certified and 1,088 IVD/CD ROM courses certified .

78. There was 2 additional Telecourses certified as of 12-31-01. To date, 467 Telecourse presenters have been certified.

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
1.	Sexual Assault Investigation	Sacramento Reg. PSTC	Technical	II*
2.	Aircrew Course	Los Angeles P.D.	Technical	IV

*Back-fill approved courses

TOTAL CERTIFIED	<u>69</u>
TOTAL PROPOSITION 115 CERTIFIED	<u>0</u>
TOTAL TELECOURSES CERTIFIED	<u>2</u>
TOTAL IVD/CR-ROM COURSES CERTIFIED	<u>0</u>
TOTAL DECERTIFIED	<u>2</u>
TOTAL MODIFICATIONS	<u>140</u>

4,636 Skills & Knowledge Modules certified as of 12-31-01

1,088 IVD/CR-ROM courses as of 12-31-01

467Telecourses as of 12-31-01

2,847 Other Courses certified as of 12-31-01

782Certified Presenters

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Financial Report - Second Quarter 2001-2002		Meeting Date January 31, 2002
Bureau Administrative Services Bureau	Reviewed By Richard W. Reed	Researched By Staff
Executive Director Approval <i>Kevin J. O'Brien</i>	Date of Approval 1-11-02	Date of Report January 9, 2002
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

This report provides financial information relative to the local assistance budget through December 31, 2001. Revenue which has accrued to the Peace Officers' Training Fund is shown as are expenditures made from the 2001-2002 budget to California cities, counties and districts.

COMPARISON OF REVENUE BY MONTH - This report, shown as Attachment 1, identifies monthly revenues which have been transferred to the Peace Officers' Training Fund. Through December 31, 2001 we received \$20,533,295. The total is \$2,453,795 more than originally anticipated but is \$6,967,642 less than received for the same period last fiscal year. The latter is due to POST not receiving any funds from the Driver Training Penalty Assessment Fund as in past years.

NUMBER OF REIMBURSED TRAINEES BY CATEGORY - This report, identified as Attachment 2, compares the number of trainees reimbursed this fiscal year with number reimbursed last year. The 42,157 trainees reimbursed through the second quarter represent an increase of 14,350 (52%) compared to the 27,807 trainees reimbursed during the similar period last fiscal year. (See Attachment 2)

REIMBURSEMENT BY COURSE CATEGORY - These reports compare the reimbursement paid by course category this year with the amount reimbursed last fiscal year. Reimbursements for courses through the second quarter of \$14,569,397 represents a \$4,920,852 (51%) increase compared to last fiscal year. (See Attachments 3 and 4.)

SUMMARY

Revenue for the first six months of the fiscal year is significantly less than the amount received last year at this time. This is because POST will not receive the \$14 million this year, as it has in past years, from the Driver Training Penalty Assessment Fund. POST has been assured by the State Department of Finance that should authorized expenditures exceed available resources, Finance will make necessary funds available, up to the appropriation level specified in the Governor's Budget.

The number of peace officer trainees and their corresponding reimbursements to date are significantly higher than for FY 2000-01. There are two reasons for this: First, there were no reimbursements paid for trainees in July 2000 as they were paid out of FY 1999-2000 in order to fully expend those resources. Second, only a limited number of trainees were reimbursed in June 2001 as all resources had been exhausted. Most of the June 2001 reimbursements were carried over into FY 2001-02 and are reflected in July 2001 reports. This carry over resulted in a higher number of reimbursements through the second quarter of this year than for the same period in FY 00-01.

[illegible]

* - Includes \$109,636 from coroner permit fees (per Ch 990/90)

*** Includes an estimate of Surplus Money Investment Funds (SMIF)

COMMISSION ON POST
NUMBER OF REIMBURSED TRAINEES BY CATEGORY
DECEMBER

COURSE	2000-2001			2001-2002		
	Actual Total For Year	Actual July - December	% of Total	Projected Total For Year	Actual July - December	% of Projection
Basic Course	2,828	696	25%	2,800	1,057	38%
Dispatchers - Basic	331	158	48%	330	247	75%
Advanced Officer Course	967	279	29%	960	1,050	109%
Supervisory Course (Mandated)	610	250	41%	610	362	59%
Management Course (Mandated)	618	110	18%	620	678	109%
Executive Development Course	452	149	33%	450	217	48%
Supervisory Seminars & Courses	4,735	1,839	39%	4,750	2,467	52%
Management Seminars & Courses	2,186	754	34%	2,200	1,039	47%
Executive Seminars & Courses	555	176	32%	555	409	74%
Tech Skills & Knowledge Course	50,759	22,942	45%	50,800	33,951	67%
Field Management Training	7	1	14%	10	3	30%
Team Building Workshops	600	250	42%	600	409	68%
POST Special Seminars	432	188	44%	435	263	60%
Approved Courses	17	15	88%	20	5	25%
TOTALS	65,097	27,807	43%	65,140	42,157	65%

COMMISSION ON POST

REIMBURSEMENT BY COURSE CATEGORY

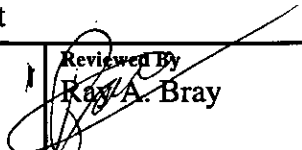
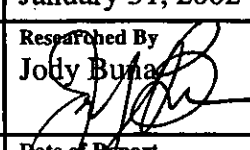
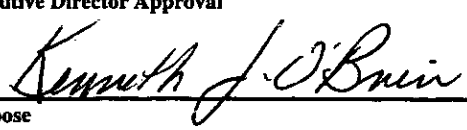
COURSE	Total For Year	2000-2001		2001-2002	
		Actual July - December	Actual December	Actual July - December	Actual July - December
Basic Course	\$2,367,821	\$1,019,511	\$258,054	\$1,235,765	
Dispatchers - Basic	321,745	136,621	46,913	200,472	
Advanced Officer Course	71,620	12,850	2,224	81,185	
Supervisory Course (Mandated)	437,395	197,247	66,316	271,284	
Management Course (Mandated)	397,571	128,191	76,546	350,419	
Executive Development Course	351,616	133,422	20,150	163,506	
Supervisory Seminars & Courses	1,952,729	793,659	236,743	1,120,822	
Management Seminars & Courses	903,657	306,862	108,444	480,213	
Executive Seminars & Courses	230,014	70,364	8,338	177,031	
Tech Skills & Knowledge Course	15,805,618	6,445,283	1,691,227	10,168,165	
Field Management Training	3,391	222	36,173	928	
Team Building Workshops	338,835	141,527	18,027	216,308	
POST Special Seminars	151,160	63,238	303	96,492	
Approved Courses	1,979	1,305	0	2,324	
Training Aids Technology	243,937	198,243	0	4,483	
TOTALS	\$23,579,088	\$9,648,545	\$2,569,458	\$14,569,397	

COMMISSION ON POST
SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 2000-01 Total	FY 2000-01 July - December	2001 December	FY 2001-02 July - December
Resident Subsistence	\$11,135,979	\$4,363,362	\$1,336,254	\$7,245,448
Commuter Meal Allowance	1,060,019	501,012	100,149	674,728
Travel	3,350,827	1,451,779	383,921	2,116,736
Tuition	4,569,166	1,567,531	454,073	2,499,265
Backfill Salary	3,219,160	1,566,618	295,061	2,028,737
Training Technology Assistance	243,937	198,243	0	4,483
TOTALS	\$23,579,088	\$9,648,545	\$2,569,458	\$14,569,397

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Anti-Terrorism: A Special POST Broadcast		Meeting Date January 31, 2002
Bureau Training Program Services	Reviewed By  Ray A. Bray	Responsible By  Jody Bunn
Executive Director Approval  Kenneth J. O'Brien	Date of Approval 1-3-02	Date of Report December 10, 2001
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

On November 13, 2001, the California POST Television Network broadcast *Anti-Terrorism: A Special Report*. The special broadcast broke new ground for the network in providing a timely, unrehearsed forum for law enforcement on a topic of statewide and national interest. The broadcast began with an introduction by Attorney General, Bill Lockyer, then provided a satellite link to the Commissioner of the California Highway Patrol, D.O. (Spike) Helmick and the Governor's Special Advisor on State Security, George V. Vinson.

Live panelists included: Chief Ed Manavian (Dept. of Justice, Division of Law Enforcement), Chief Michael Guerin (California Office of Emergency Services), Special Agent in Charge, Bill Gore (FBI), Chief Stephen Port (Hawthorne Police Department), Sheriff William B. Kolender (San Diego Sheriff's Department), Deputy Director Glen Newman (California Dept. of Forestry and Fire Protection), Brigadier General Dennis Kenneally (Asst. Adjutant General, California National Guard), and Dr. George Flores, San Diego Health Officer, San Diego County Health Department.

During the weeks following the events of September 11, 2001, POST began receiving numerous requests for information on the subject of terrorism. Agency administrators were seeking information on how to deal with terrorist threats, available resources in the event of acts of terrorism, and training information. The program recognized that events of September 11, 2001 changed the way local law enforcement deals with terrorism. Experts were assembled from throughout the state to explain how law enforcement could proactively gather intelligence on possible terrorist activity, and report such information to appropriate agencies. They also discussed how to identify potential targets within their jurisdictional areas and the importance of working with stakeholders to "harden" targets. One of the major themes of the program was that agencies, their officers and citizens must maintain a state of readiness that ensures a timely professional response in the event of a terrorist act within the jurisdiction.

Law enforcement agencies throughout the state were notified by bulletin and internet of the date and time of the broadcast. Chief Executives were solicited to tune in and share their thoughts and questions concerning this important topic. The broadcast was organized within 21 working days, which was a milestone for the California POST Television Network. Staff had never developed a program in that short of time for a statewide broadcast.

This report is provided for information purposes.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Receiving Information on Revisions to the POST Medical Screening Manual		Meeting Date January 31, 2002
Bureau Standards and Evaluation	Reviewed By Paula Burnette	Researched By Shelley Spilberg
Executive Director Approval 	Date of Approval 1-2-02	Date of Report December 10, 2001
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for Details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

This report is provided to the Commission to provide information concerning revisions to various sections of the POST Medical Screening Manual for California Law Enforcement.

BACKGROUND

Since its initial publication in 1993, the POST Medical Screening Manual for California Law Enforcement has undergone a number of revisions, reflecting changes in the law and advances in the diagnosis and treatment of medical conditions.

ANALYSIS

At its November 2001 meeting, the Commission approved the issuance of new hearing screening guidelines for entry-level patrol officers. In concert with the publication of these new guidelines, several other sections of the POST Medical Screening Manual for California Law Enforcement have been updated. These include:

- A revision to the background information chapters “Pre-Employment Screening and the Law” and “Patrol Officer Job Demands: Their Implications for Medical Screening,” as a result of recent changes to the California Fair Employment and Housing Act;
- Revised gastroenterology guidelines, reflecting new medical treatment of ulcers;
- Revised hematology guidelines, reflecting new medical treatment of individuals with bleeding disorders;
- Revised oncology guidelines, reflecting advances in the diagnosis and treatment of cancer;
- Revised neurology guidelines, reflecting new medical treatment of seizure disorders
- Changes to the POST Medical forms (Medical History Statement (POST 2-252) and Medical Examination Report (POST 2-253), as required by changes in state and federal disability statutes.

In addition to a hardcopy format, the revised guidelines are available to download at the POST website. Upcoming revisions to this manual will be first available at the website; manual users will be encouraged to periodically check the site for updates.

RECOMMENDATION

This report is provided for information purposes only, and no Commission action is required at this time.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Annual Review of Command College Tuition for Non-Reimbursable Agencies		January 31, 2002
Bureau	Reviewed By	Researched By
Center for Leadership Development	Ken Whitman	Alicia Powers
Executive Director Approval	Date of Approval	Date of Report
<i>Kenneth J. O'Brien</i>	1-3-02	December 19, 2001
Purpose:		Financial Impact:
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status report		<input checked="" type="checkbox"/> Yes (See Analysis for Detail) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required

Issue

This item is before the Commission for its annual review of the Command College tuition.

Background

At the January 1987 meeting, the Commission designated a tuition be charged all eligible, non-reimbursable agencies desiring to send participants to the Command College. The Commission also directed staff to monitor the direct costs and to submit a report annually with recommendations for the tuition rate for the coming year.

The current tuition approved by the Commission for non-reimbursable participants in the Command College program is \$3,110.

The non-reimbursable agencies that have participated in the Command College and were charged a tuition over the years are the California Highway Patrol, the Department of Justice, Los Angeles Housing Police, Department of Motor Vehicles, Office of the Attorney General, and Department of Fish and Game.

ANALYSIS

The current tuition was established in January 2000. A current review of faculty and facility costs indicates that there is not a significant difference in direct costs between this year and last.

The recommended tuition of \$3,110 for 2002 is based on the anticipated direct Command College costs per participant for the program and would be effective for participants entering the program after January 2002 and for Classes 35 and following.

The tuition is based on the following cost estimates:

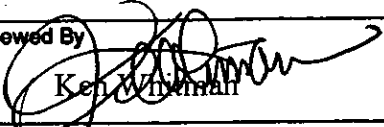
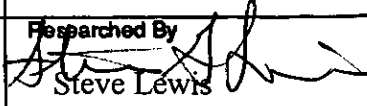
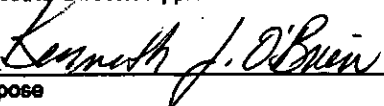
	<u>Per Student</u>
Faculty	\$2,522
Facility Fees	338
Project review	250
Total:	\$3,110

RECOMMENDATION

Approve the Command College tuition at \$3,110 for eligible non-reimbursable agencies. The tuition would be effective for Command College Classes 33, 34, and 35, and Session 7 for Class 32, tentatively scheduled between May, 2001 and March 2002.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Sherman Block Supervisory Leadership Institute		Meeting Date January 31, 2002	
Bureau Center for Leadership Development	Reviewed By  Ken Whitman	Researched By  Steve Lewis	
Executive Director Approval  Kenneth J. O'Brien	Date of Approval 1-3-02	Date of Report December 21, 2001	
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

This item is before the Commission for its annual review of the Sherman Block Supervisory Leadership Institute tuition.

BACKGROUND

At the January 1991 meeting, the Commission designated a tuition be charged all eligible non-reimbursable agencies desiring to send participants to the Sherman Block Supervisory Leadership Institute. Staff was instructed to annually review tuition and to report to the Commission each January with the recommended tuition for classes beginning the coming year. The current tuition approved by the Commission is \$1,853.

ANALYSIS

The recommended tuition based on anticipated direct Sherman Block Supervisory Leadership Institute cost per participant in 2003 is \$1,853. The cost breakdown is as follows:

Instruction/Services	\$ 1,166.
Supplies	182.
Instructor Travel/Per Diem	300.
Facility Rental/Equipment	<u>205.</u>
	\$ 1,853.

RECOMMENDATION

Approve a tuition of \$1,853 for non-reimbursable agencies, to cover the direct costs of participation in the Sherman Block Supervisory Leadership Institute for classes beginning July 1, 2002 through June 30, 2003.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title POST Grant Proposals		Meeting Date January 31, 2002
Bureau <i>Kenneth J. O'Brien</i>	Reviewed By Kenneth J. O'Brien	Researched By Hal Snow
Executive Director Approval	Date of Approval 12-19-01	Date of Report December 17, 2001
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

This is an informational report on POST's submission of grant proposals.

BACKGROUND:

The Commission has longstanding practice of authorizing staff to make application for grant funding without first seeking approval from the Commission. The purpose of this authorization has been to take advantage of opportunities that can rapidly emerge. The Commission requires its approval for receipt of any grant funding.

Because of recent events, staff has or is in the process of preparing grant applications related to enhancing training concerning terrorism and community policing. Part of the motivation for these proposals was to address emerging training needs in light of reduced funding capability on the part of POST.

ANALYSIS:

Two grant proposals concern training related to terrorism and community policing. Regarding terrorism, grant applications are or will be submitted to augment POST funding to develop additionally needed training. Staff has previously reported on its special training needs assessment on terrorism. While implementation activities of making this training available is occurring, other training needs must await supplemental funding from grants.

One terrorism training need concerns developing and providing training to law enforcement personnel who in turn would train community volunteers to assist in times of terrorism and in response to terrorist incidents. Another training need that grant funding would assist with is the development of additional telecourses.

Regarding training on community policing, grant applications have been or will be submitted to integrate this training into all mandated POST training courses. A proposed plan for integrating this training, along with ethics and leadership, into the basic course and field training will be submitted to the Commission in April 2002. Without supplemental grant funding, it is expected the inclusion of this training into the basic course would require several years. Besides the basic course, this training needs to be incorporated into the Supervisory, Management, and Executive Development Courses, as well as the Command College. This training should be incorporated in a building block fashion so there is consistency in what is being taught. Of course, this undertaking can be greatly accelerated with grant funding.

When and if POST receives notification of approval for either of these proposals, the Commission will be given opportunity to consider approving the receipt of grant funding.

This report is provided for information.



Resolution OF THE *Commission on Peace Officer Standards and Training* STATE OF CALIFORNIA

WHEREAS Chief Melvin E. "Mel" Nichols is retiring from the Redondo Beach Police Department after eight years of exemplary leadership and distinguished service; and

WHEREAS, Chief Nichols spent the first 30 years of his career with the San Diego County Sheriff's Department, retiring at the rank of Assistant Sheriff; and

WHEREAS, he served in every major division of the Sheriff's Department, earning five distinguished service medals and many commendations; and

WHEREAS, Chief Nichols is highly regarded by the Commission on Peace Officer Standards and Training for his long-standing commitment to training, professionalism, and ethics; and

WHEREAS, he has finally decided, after 38 years of dedicated service to the law enforcement profession, that his devoted wife, Marilyn, is equally deserving of the full measure of that same dedication; and

WHEREAS, Chief Nichols will be greatly missed for his exemplary leadership and commitment to the city of Redondo Beach, the officers and support staff of the Redondo Beach Police Department, and to the law enforcement profession, itself; and now

THEREFORE BE IT RESOLVED, that the Commission commends Chief Melvin E. Nichols for his many contributions to the San Diego County Sheriff's Department, the Redondo Beach Police Department, and the law enforcement profession, and

BE IT FURTHER RESOLVED, that the Commission wishes Chief Nichols a long, happy, and well-deserved retirement.

W. B. K. K. K.
Chairman

Kenneth J. O'Brien
Executive Director

December 13, 2001
Date

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposed Changes to the Training & Testing Specifications for Peace Officer Basic Courses		Meeting Date January 31, 2002
Bureau Basic Training Bureau	Reviewed By Forrest G. Lewallen <i>[Signature]</i>	Researched By Kelly York
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-2-02	Date of Report December 3, 2001
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission approve, subject to the Notice of Proposed Regulatory Action process, changes to the Regular Basic Course training specifications as enumerated in this report?

BACKGROUND

As apart of an ongoing review of Regular Basic Course content, POST staff and curriculum consultants (academy instructors and other subject matter experts) thoroughly review learning domain content to determine if revisions are necessary. This process occurs in regularly scheduled workshops during which curriculum and supporting materials for specific domains are updated to reflect emerging training needs, compliance with legislatively mandated subject matter, changes in the law, or to improve student learning and evaluation.

Proposed changes to the training and testing specifications for Learning Domains #23 Crimes in Progress and #36 Information Systems are the result of these regularly scheduled reviews and impact one or more of the following elements of the domains:

- Learning Need
- Learning Objectives
- Required Instructional Activities
- Revision Dates

ANALYSIS

For the most part, the proposed changes to the learning domains were made for clarification of instruction, accuracy and consistency. Following are summaries of the other changes recommended for Learning Domain #23, Crimes in Progress. Learning domain training and testing specifications containing complete proposed changes are shown in Attachment A.

- **Learning Domain # 23 (Crimes in Progress)**

The proposed modifications delete "nonfatal" from the learning objective, officer actions after receiving a nonfatal wound. The Subject Matter Experts (SMEs) unanimously agreed that officer actions after receiving both a nonfatal and fatal wound are the same. The SMEs also unanimously agreed to delete "firebomb assaults" as a required component of an instructional activity since it is an obsolete tactical issue.

The proposed revisions are recommended by staff and curriculum consultants to update and further refine the existing language of the training and testing specifications. All proposed changes have been reviewed and endorsed by the Consortium of Academy Directors and Coordinators. An amendment to Regulation 1005 (Attachment B) will be necessary to identify the date that the training and testing specification document was amended.

If the Commission concurs, it is proposed that Regulation 1005 and the document, *Training and Testing Specifications for Peace Officer Basic Courses*, be amended pursuant to the Notice of Proposed Regulatory Action process. If no one requests a public hearing, the amendments would become effective July 1, 2002.

RECOMMENDATION

It is recommended that the Commission, subject to the results of the Notice of Proposed Regulatory Action, approve the amendments to Regulation 1005 and the document, *Training and Testing Specifications for Peace Officer Basic Courses*, as described.

TRAINING AND TESTING SPECIFICATIONS FOR LEARNING DOMAIN #23 CRIMES IN PROGRESS

January 1, 2001-July 1, 2002

RBC	Other Basic Courses					Requal
	432	III	II	I	SIBC	
X		X		X	X	X
X		X	X	X	X	X
X		X	X	X	X	X
X		X	X	X	X	X
X		X	X	X	X	X
X		X	X	X	X	X
X		X	X	X	X	X
X		X	X	X	X	X
X		X	X	X	X	X
X		X	X	X	X	X
X		X	X	X	X	X
X		X	X	X	X	X

I. LEARNING NEED

Peace officers must recognize that their first responsibility when responding to a crime in progress is to protect their own safety and that of others without taking unnecessary risks.

LEARNING OBJECTIVES

- A. Importance of wearing soft personal body armor while on patrol
- B. Officer safety vs. officer survival, including:
 1. Current patterns related to deaths and assaults on peace officers
 2. The concept of "will to live"
 3. Officer actions after receiving a nonfatal wound
 4. Officer actions in officer-taken-hostage incidents
 5. Officer actions in officer-ambush incidents when on foot
 6. Officer actions in officer-ambush incidents when in a patrol car
- C. Roles and responsibilities of the primary unit and other supporting units that respond to the scene of a crime in progress, including:
 1. Designating the contact officer and cover officers
 2. Maintaining communication
 3. Assuming and maintaining proper position
 4. Appropriately delegating responsibilities
 5. Maintaining awareness of surroundings

RBC	Other Basic Courses					Requal
	832	III	II	I	SDBC	
	X X X X X X X X X	X X X X X X X X	X X X X X X X X	X X X X X X X X	X X X X X X X X	X X X X X X X X X
	X		X	X	X	X
	X		X	X	X	X
	X X X X X X X X X					

II.

LEARNING NEED

To respond effectively and safely to a crime in progress, patrol officers need to understand and utilize appropriate strategies and tactics, and must be able to execute them working as a coordinated team.

LEARNING OBJECTIVES

- A. Elements of a tactical approach to a crime scene involving a crime in progress, including:
1. Selection of a response route
 2. Distance from the call/time lag
 3. Nature of the crime
 4. Geographic considerations
 5. Use and nonuse of warning lights and siren
 6. Approaching the immediate area
 7. Upon arrival, uses cover and concealment
 8. Impact of agency policy
- B. Primary purposes for establishing crime scene perimeters
- C. Responsibilities of officers who are assigned to maintaining the integrity of a crime scene perimeter
- D. Appropriate actions when conducting a search for suspects, including:
1. Preparing to enter the area to be searched
 2. Initiating owner contact, if applicable
 3. Communication (e.g., announcement to potential suspects, contact with other units)
 4. Use of lighting
 5. Use of canines/special units
 6. Use of cover officers
 7. Making a tactical entry
 8. Conducting a systematic search
 9. Confronting a suspect during the search

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
X			X	X	X	X
X			X	X	X	X
X			X	X	X	X
X			X	X	X	X
X			X	X	X	X
X			X	X	X	X
X			X	X	X	X
X			X	X	X	X
X			X	X	X	X
X			X	X	X	X
X				X		

III.

LEARNING NEED

The unique nature and risks associated with some types of crimes in progress require officers to plan and execute specific approach, arrival, coordination, and search tactics. Officer planning and patience are critical to achieving safe and successful outcomes in these incidents.

LEARNING OBJECTIVES

- A. Appropriate officer actions for the safe and tactical response to an investigation of crimes in progress calls involving:

1. Shots fired/calls involving unknown circumstances
2. Prowlers
3. Burglaries
4. Robberies

IV.

LEARNING NEED

To ensure the highest chance of survival and the safest possible outcome for all involved individuals, officers must recognize the particular dangers associated with various high-risk situations and understand and employ appropriate tactics for dealing with each.

LEARNING OBJECTIVES

- A. Appropriate officer actions for the safe and tactical response to high-risk situations involving:

1. Barricaded suspects/hostages
2. Violent suspects
3. Emotionally disturbed/suicidal suspects
4. Officer ambush/sniper attacks
5. Officer-down calls

- B. Factors that officers should consider before becoming involved in any law enforcement action while that officer is off-duty

V.

REQUIRED TESTS

- A. A scenario test that requires the student to demonstrate the skills necessary to effectively respond and investigate a simulated prowler incident as the assigned contact officer to include:

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
X X X X X X X				X X X X X X X		
X X X X X X X X X X X X X X X X X X X				X X X X X X X X X X X X X X X X X X X		
X X X X X				X X X X		

1. Making a quiet and tactically sound approach with the patrol car
2. Making a silent, undetected approach on foot
3. Effectively using cover and concealment during the approach on foot and communicating with the cover officer
4. Searching for, locating, and detaining the suspect(s)
5. Conducting a lawful search for weapons
6. Interviewing the suspect(s) to establish sufficient probable cause for an arrest
7. Using proper arrest techniques without endangering self or cover officer

B. A scenario test that requires the student to demonstrate the skills necessary to effectively respond and investigate a simulated burglary-in-progress incident involving suspect(s) concealed in a building to include:

1. Coordinating with other responding units
2. Making a quiet and tactically sound approach with the patrol car
3. Making a silent and undetected approach on foot
4. Effectively using cover and concealment during the foot approach and exterior area search
5. Searching the exterior of the building and locating the point of entry
6. Requesting resources
7. Notifying assisting units/dispatch of current status and developments
8. Securing the perimeter and ordering any possible occupants out of the building
9. Using cover officer(s) and communicating a plan for the building entry/search
10. Making a tactically sound building entry
11. Using a systematic searching method
12. Using safe tactics during the search
13. Finding and arresting any suspect(s)
14. Immediately removing any suspect(s) from the building
15. Completing the building search after any suspect(s) have been removed

C. A scenario test that requires the student to demonstrate the skills necessary to effectively respond and investigate a simulated robbery-in-progress incident to include:

1. Coordinating with other responding units
2. Making a quiet and tactically sound approach with the patrol car
3. Making a silent and undetected approach on foot
4. Using and maintaining cover and/or concealment

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
X				X		
X				X		
X				X		
X				X		
X				X		
X				X		
X				X		
					X	
X				X		
X				X		
X				X		
X				X		
X		X	X	X		
X		X	X	X		
X		X	X	X		
X		X	X	X		
X		X	X	X		
X		X	X	X		
X		X	X	X		
X		X	X	X		
X		X	X	X		
X		X	X	X		

5. Notifying assisting units and dispatch of current developments
6. Maintaining cover and/or concealment while surveying the incident
7. Requesting and deploying additional resources to achieve full perimeter containment
8. If appropriate, telephoning the location to direct any occupants out
9. Ordering the exiting occupants to a position of disadvantage and handling them as suspects until identity is determined
10. Demonstrating safe arrest techniques without endangering self or cover officer
11. Securing the scene by completing a search of the premises

D. A scenario test that requires the student to demonstrate the ability to react appropriately to a simulated ambush to include:

1. Using and maintaining cover (attempting to exit the "kill zone" to the extent possible)
2. Assessing the situation
3. Locating the suspect(s) and responding with an appropriate level of force
4. Communicating an action plan for the safe deployment of responding units

VI. REQUIRED INSTRUCTIONAL ACTIVITIES

A. The student shall participate in an instructional activity that reinforces an understanding of law enforcement response to a variety of high-risk situations, including:

1. Person with a gun
2. Shots-fired call
3. Officer down
4. Suspicious circumstances/unknown trouble
5. ~~Firebomb-assault~~
6. Suicidal person

B. The student shall be given a series of drawings, sketches, photographs or other visual depictions of locations where a crime is allegedly in progress. The student will indicate, either verbally or in writing:

1. A suggested approach to the location
2. An effective placement of perimeter units
3. An acceptable scene search pattern

TRAINING AND TESTING SPECIFICATIONS FOR LEARNING DOMAIN #36 INFORMATION SYSTEMS

January 1, 2002-July 1, 2002

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
X		X			X	
X		X			X	
X		X			X	
X		X			X	
X		X			X	
X		X			X	
X		X			X	

I. LEARNING NEED

Peace officers must be knowledgeable of the laws regarding access and use of law enforcement information systems in order to ensure the privacy of individuals, and maintain the integrity and security of the information.

LEARNING OBJECTIVES

- Personal qualifications required for authorized access to California Law Enforcement Telecommunications System (CLETS)
- Department of Justice requirements regarding the confirmation of information obtained from the CLETS network
- Crimes involving unlawful access or use of a law enforcement computer system
- Requirements for authorized release of Criminal Offender Record Information (CORI) based on right-to-know and need-to-know
- Crimes related to the unauthorized release, receipt, or use of CORI, including:
 - Furnishing the information to an unauthorized person
 - Lawfully receiving the information and then furnishing it to an unauthorized person
 - Purchase, receipt, or possession of the information by an unauthorized person

II. LEARNING NEED

Peace officers must be aware of the requirements for access and entry into the appropriate Department of Justice information systems and databases available on the CLETS network in order to use that information to carry out their duties, and to ensure their own safety as well as the safety of others.

RBC	Other Basic Courses					Requial
	832	III	II	I	STBC	
X X X X X X X X X X X X X		X X X X X X X X X X X X X			X X X X X X X X X X X X X	
X		X			X	
X X X X X		X X X X X			X X X X X	
X		X			X	

LEARNING OBJECTIVES

- A. Systems and databases available from the Criminal Justice Information System (CJIS) and the types of information included in each**

1. Criminal History System (CHS)
2. Wanted Person System (WPS)
3. Supervised Release File (SRF)
4. Domestic Violence Restraining Order System (DVROS)
5. Missing/Unidentified Persons System (MUPS)
6. Violent Crimes Information Network/Sex and Arson Registration (VCIN/SAR)
7. Stolen Vehicles System (SVS)
8. Automated Boat System (ABS)
9. Automated Property System (APS)
10. Automated Firearms System (AFS)
11. Mental Health Firearms Prohibition System (MHFPS)

- B. Minimum information required for generating an inquiry into each of the CJIS systems and databases**

LEARNING NEED

Peace officers must be aware of the requirements for access and entry into the appropriate Department of Motor Vehicles information systems and databases available on the CLETS network in order to use that information to carry out their duties, and to ensure their own safety as well as the safety of others.

LEARNING OBJECTIVES

- A. Systems and databases available from the Department of Motor Vehicles Information System and the types of information included in each**

1. Driver's license/identification card
2. Vehicle/vessel registration
3. Parking/toll violation information
4. Occupational licensing

- B. Minimum information required for generating an inquiry into each of the DMV databases**

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
X		X			X	
X		X			X	
X		X			X	
X		X			X	
X		X			X	
X		X				
X		X X X X X X			X	

IV. LEARNING NEED

Peace officers must be aware of the requirements for access and entry into the other state, national, and international systems available on the CLETS network in order to use that information to carry out their duties, and to ensure their own safety as well as the safety of others.

LEARNING OBJECTIVES

- A. Types of information available from the National Crime Information Center (NCIC) telecommunications system
- B. Minimum information required for an inquiry into a CJIS system or database to automatically roll over to an NCIC file
- C. Types of information available from the National Law Enforcement Telecommunications System (NLETS)
- D. Types of files accessible through NLETS CLETS ~~for to~~ from the Oregon Law Enforcement Data System (LEDS)

V. REQUIRED TESTS

- A.** The POST-constructed knowledge test on the learning objectives in Domain #36.

VI. REQUIRED INSTRUCTIONAL ACTIVITIES

- A. The student will participate in an instructional activity that simulates an incident in which information is required to complete a preliminary investigation. The activity shall reinforce the student's knowledge and understanding of the types of information accessible to law enforcement through local, state and national information systems. During the activity the student shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories:

1. **Wanted persons**
2. **Property, vehicles and firearms**
3. **Criminal histories**
4. **DMV information**
5. **Miscellaneous information**

Commission on Peace Officer Standards and Training

POST ADMINISTRATIVE MANUAL

1005. Minimum Standards for Training

All text continued

The document, *Training and Testing Specifications for Peace Officer Basic Courses*, adopted effective January 1, 2001 and amended effective * and, * and * is herein incorporated by reference.

*date to be filled in by OAL

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposed Changes to the Training & Testing Specifications for Peace Officer Basic Courses for the SIBC Course		Meeting Date January 31, 2002
Bureau Basic Training Bureau	Reviewed By <i>Forrest G. Lewellen</i>	Researched By Kelly York
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 1-2-02	Date of Report December 6, 2001
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

ISSUE

Should the Commission approve, subject to the Notice of Proposed Regulatory Action process, changes to the Specialized Investigators' Basic Course training specifications, Regulation 1005 and Procedure D-1 as enumerated in this report?

BACKGROUND

At the January 27, 2000 meeting, the Commission approved the release of a Request for Proposal (RFP) to develop four student workbooks for the Specialized Investigators' Basic Course (SIBC) and enter into a contract to develop and deliver the workbooks at a cost not to exceed \$120,000.

At the April 27, 2000 meeting, the Commission approved proposed changes to the POST-prescribed minimum hours and curricula for the SIBC. The changes included: 1) the adoption of 32 of the 41 RBC learning domains into the course in their entirety; 2) utilizing the student workbooks for the 32 RBC learning domains to standardize instruction; 3) increasing the minimum hourly requirement for the course to 587 hours; 4) adoption of four investigative-specific learning domains (the 60's series) that would cover a range of specific training needs for investigators; and 5) development of student workbooks for the four new investigative-specific learning domains (60's series) to compliment those used in the RBC.

Finally, at the July 20, 2000 meeting, the Commission approved the adoption of the new document, *Training and Testing Specifications for Peace Officer Basic Courses*. This new training specification document combined four previous publications into one; including the majority of the content (the 32 RBC learning domains) contained in the *Training Specifications for the Specialized Investigators' Basic Course*. The Commission agreed to keep the four investigative-specific learning domains (60's series) in the *Training Specifications for the Specialized Investigators' Basic Course* document until the student workbooks for those domains had been completed; at which time those domains would then be folded into the *Training and Testing Specifications for Peace Officer Basic Courses*.

ANALYSIS

On May 30, 2001, the contract to develop the four investigative-specific workbooks (60's series) for the SIBC was awarded to Educational Services for Law Enforcement Training (ESLET). The contractor began work immediately; holding a series of subject matter expert (SME) workshops during the summer.

ESLET completed the terms of the contract by delivering four draft workbooks for the investigative-specific domains on September 30, 2001. Based on these draft documents, new training specifications for the domains have been developed in order to fold them into the *Training & Testing Specifications for Peace Officer Basic Courses*. As was done when the RBC student workbooks were developed, the curriculum for the SIBC was modified to reflect emerging training needs, changes in the law, or to resolve curriculum, testing and evaluation problems. In most instances, changes to the learning domains were made for clarification of instruction, accuracy and consistency. Following are summaries of the other changes recommended for Learning Domain #60, Surveillance; Learning Domain #61, Administrative Procedures; and, Learning Domain #63, Computers, Computer Crime, Search & Seizure. Learning domain training and testing specifications containing the new proposed curriculum are shown in Attachment A.

Learning Domain #60 (Surveillance)

Originally, this domain was titled "Vehicle Operations & Surveillance". Since vehicle operations is actually covered in Learning Domain #19 in the RBC, the subject matter experts recommended that they adopt portions of Learning Domain #19 and modify Learning Domain #60 to just cover surveillance. Twelve (12) hours of the original 24 hours for Learning Domain #60 would be moved to Learning Domain #19.

Learning Domain #61 (Administrative Procedures)

Originally, this domain was titled "Administrative Procedures, Affidavits, Court Orders, and Warrants". Upon review of the original curriculum content for the domain, the SMEs discovered an overlap with Learning Domain #16 Search & Seizure. In order to alleviate any unnecessary redundancy of training, the SMEs deleted the duplicate curriculum and retitled the domain "Administrative Procedures" to reflect the remaining material. Although curriculum was deleted from this domain, the SMEs felt that the 24 hour minimum requirement should remain in order to adequately cover the remaining material.

✓ **Learning Domain #63 (Computers, Computer Crime, Search & Seizure)**

The SMEs refined this domain to reflect the most recent technological advances. Upon review of the proposed curriculum, the SMEs recommended that the domain be increased to a minimum of 12 hours of instruction in order to adequately cover the material. This proposed change would increase the overall minimum hourly requirement for the SIBC to 591 hours.

Eliminating the *Training Specifications for the Specialized Investigators' Basic Course* by folding the four investigative-specific learning domains into the *Training and Testing Specifications for Peace Officer Basic Courses* requires modifications to Commission Procedure D-1 as reflected in Attachment B. Regulation 1005 incorporated by reference statements also needs to be updated (Attachment C).

RECOMMENDATION

It is recommended that the Commission, subject to the results of the Notice of Proposed Regulatory Action, approve the amendments to Regulation 1005, Procedure D-1 and the document, *Training and Testing Specifications for Peace Officer Basic Courses*, eliminate the document, *Training Specifications for the Specialized Investigators' Basic Course*, and increase the overall minimum hourly requirement for the SIBC to 591 hours, as described.

CONTENT AND MINIMUM HOURLY REQUIREMENTS
FOR THE SPECIALIZED INVESTIGATORS' BASIC COURSE

DOMAIN NUMBER	DOMAIN DESCRIPTION	MINIMUM HOURS
01	History, Professionalism & Ethics	8 hours
02	Criminal Justice System	4 hours
03	Community Relations	12 hours
04	Victimology/Crisis Intervention	6 hours
05	Introduction to Criminal Law	6 hours
06	Property Crimes	10 hours
07	Crimes Against Persons	10 hours
08	General Criminal Statutes	4 hours
09	Crimes Against Children	6 hours
10	Sex Crimes	6 hours
11	Juvenile Law and Procedure	6 hours
12	Controlled Substances	12 hours
15	Laws of Arrest	12 hours
16	Search and Seizure	12 hours
17	Presentation of Evidence	8 hours
18	Investigative Report Writing	40 hours
19	<u>Vehicle Operations</u>	<u>12 hours</u>
20	Use of Force	12 hours
23	Crimes in Progress	16 hours
25	Domestic Violence	8 hours
26	Unusual Occurrences	4 hours
30	Preliminary Investigation	42 hours
32	Lifetime Fitness (Lecture only)	4 hours
33	Arrest and Control/Baton	60 hours
34	First Aid/CPR	21 hours
35	Firearms/Chemical Agents	72 hours
36	Information Systems	4 hours
37	Persons with Disabilities	6 hours
38	Gang Awareness	8 hours
39	Crimes Against the Justice System	4 hours
40	Weapons Violations	4 hours
41	Hazardous Materials Awareness	4 hours
42	Cultural Diversity/Discrimination	24 hours
60*	Vehicle Operations & Surveillance	24 12 hours
61*	Administrative Procedures, Affidavits & Warrants, etc.	24 hours
62*	Case Management and Sources of Information	32 hours
63*	Computers, Computer Crime, Search & Seizure	8 <u>12</u> hours
Minimum Instructional Hours		543 <u>547</u> hours

The minimum number of hours allocated to testing in the SIBC are shown below¹

TEST TYPE	HOURS
Administrative Time	8 hours
Scenario Tests (7 tests)	10 hours
POST-Constructed Knowledge Tests (LD, Mid-term & Final Exams)	26 hours
Total Minimum Required Hours	587 <u>591</u> hours

*Learning domains 60-63 are contained in the document *Training Specifications for the Specialized Investigators' Basic Course*

¹ Time required for exercise testing and instructional activities is included in instructional time.

TRAINING AND TESTING SPECIFICATIONS FOR LEARNING DOMAIN #19 VEHICLE OPERATIONS

January 1, 2002

RBC	Other Basic Courses					Requal
	632	III	II	I	SIBC	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	

I. LEARNING NEED

Officers need to understand the components of defensive driving, factors that impact the safe driving of a vehicle, the importance of good training, and the types of collisions involving law enforcement vehicles.

LEARNING OBJECTIVES

- A. Primary components of defensive driving
- B. Importance of initial and ongoing training in the effort to reduce the number and severity of collisions involving law enforcement vehicles
- C. Importance and proper use of safety belts and other occupant restraint devices in a law enforcement vehicle
- D. Routine driving movements that most frequently contribute to collisions involving law enforcement vehicles
- E. Types of collisions involving law enforcement vehicles
- F. Contributing factors that can impact an officer's ability to operate a law enforcement vehicle safely
- G. Physiological factors that may have an effect on an officer's driving
- H. Attitudes and emotions that can significantly influence an officer's thinking and actions while operating a law enforcement vehicle
- I. Potential hazards of the varied road conditions that may be encountered when operating a law enforcement vehicle
- J. Potential hazards of the varied environmental conditions that may be encountered when operating a law enforcement vehicle

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	
X		X		X	X	

- K. Peace officer's responsibilities for the care and maintenance of pool law enforcement vehicles
- L. Recommended requirements for a preoperational vehicle inspection

II. LEARNING NEED

Officers must recognize and understand basic defensive driving principles and techniques in order to develop safe driving habits to reduce the number of law enforcement vehicle collisions.

LEARNING OBJECTIVES

- A. Method for determining a safe distance a law enforcement vehicle should have when following another vehicle to allow for an appropriate front space cushion
- B. Affect of speed on a driver's peripheral vision
- C. Reaction time lapse and the distance the average driver would travel in this time period
- D. Reaction time lapse affects on vehicle stopping distance
- E. Potential hazards of entering intersections and appropriate actions to prevent collisions when driving a law enforcement vehicle
- F. Potential hazards of freeway driving and appropriate actions to prevent collisions when driving on a freeway
- G. Potential hazards of operating a vehicle in reverse and appropriate actions to prevent collisions when backing on a roadway

III. LEARNING NEED

The law enforcement driver must be proficient in the actual operation of the vehicle, and knowledgeable about the dynamic forces at work. Proper application of steering control, throttle control, speed judgment, and brakes enhances the driving expertise of the individual officer, and will reduce the number of traffic collisions involving law enforcement personnel.

LEARNING OBJECTIVES

- A. Longitudinal and lateral weight transfer

[illegible]

IV. LEARNING NEED

Law enforcement officers must recognize that emergency response (Code 3) driving demands a high level of concentration and instant reactions on the part of the driver. This type of driving requires ongoing training and planning to ensure the safety of the officers and the public.

LEARNING OBJECTIVES

- A. Types of law enforcement driving and the purpose for each**

RBC	Other Basic Courses					Requial
	832	III	II	I	SIBC	
X		X		X		
X		X		X		
X		X		X		
X		X		X		
X		X		X		
X		X		X		
X		X		X		
X		X		X		
X		X		X		
X		X		X		
X		X		X		X
X		X		X		X
X		X		X		X
X		X		X		X

Y.

LEARNING NEED

All officers who operate law enforcement emergency vehicles must recognize that even though the purpose of pursuit driving is the apprehension of a suspect who is using a vehicle to flee, the vehicle pursuit is never more important than the safety of officers and the public.

LEARNING OBJECTIVES

- A. How vehicle pursuit situations can be more dangerous to officers and the general public than emergency response driving situations
- B. Legislative intent of Penal Code section 13519.8, including:
 1. When to initiate a pursuit
 2. The number of involved law enforcement units permitted

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
X	X	X		X		X
X	X	X		X		X
X	X	X		X		X
X	X	X		X		X
X	X	X		X		X
X	X	X		X		X
X	X	X		X		X
X	X	X		X		X
X	X	X		X		X
X	X	X		X		X
X	X	X		X		X
		X	X	X		
X	X			X		X
X	X			X		X
X	X			X		X
X	X			X		X
X			X			
						X
X	X	X		X	X	
X	X	X		X	X	

3. Pursuit driving tactics to include
 - a. Safety considerations
 - b. Legal considerations
 - c. Vehicle control considerations
 - d. Use of communications equipment
 4. Helicopter assistance
 5. Communications
 6. Capture of suspects
 7. Supervisory responsibilities
 8. Speed limits
 9. Reporting and postpursuit analysis
- C. Issues officers should consider in a balance test before initiating a vehicle pursuit, including:
1. Conditions of the vehicle, driver, roadway, weather and traffic
 2. Hazards of uninvolved bystanders or motorists
 3. Balancing the risk to officer/public safety against the need to apprehend
- D. Responsibilities of the primary unit and supervisor in managing a vehicle pursuit
- E. Factors that should be considered before employing any authorized offensive intervention tactic
- F. Conditions that could lead to the decision to terminate a vehicle pursuit
- G. Role of agency policy and guidelines governing interjurisdictional vehicle pursuits

IV. REQUIRED TESTS

- A. The POST-constructed knowledge test on the learning objectives in Domain #19
- B. The POST-constructed comprehensive test for the Requalification Course will include learning objectives in Domain #19
- C. Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate the ability to accurately steer the vehicle including:
 1. Proper hand position

RBC	Other Basic Courses						Requal
	832	III	II	I	SIBC		
X X	X X	X X		X X	X X		
X X X X X X X X		X X X X X X X X		X X X X X X X X	X X X X X X X X		
X X X X X X X X				X X X X X X X X	X X X X X X X X		
X X X X X				X X X X	X X X X		
X X X				X X	X X		

2. Inputting steering in a timely and smooth manner
3. Maintaining control of the vehicle.

D. Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate the ability to accurately steer the vehicle in reverse including maintaining:

1. Seating position
2. Steering control
3. Minimal front end swing
4. Speed control
5. Visual awareness of obstacles
6. Smoothness and coordination

E. Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate the ability to maintain control of the vehicle that is skidding including:

1. Steering control
2. Proper use of throttle
3. Smoothness and coordination
4. Speed judgment
5. Brake application
6. Weight transfer

F. F. Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate a threshold braking technique including:

1. Maintaining rolling friction
2. Maximum braking
3. Retaining steering control

G. Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate the ability to safely drive and control the vehicle while operating under emergency conditions including proper:

1. Brake application
2. Steering control

RBC	Other Basic Courses				Requal
	832	III	II	I	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	
X				X	

3. Use of throttle
4. Roadway position
5. Speed judgment
6. Use of radio
7. Use of lights and siren
8. Performance under stress
9. Hazard awareness
10. Space cushion

H. Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate the ability to safely drive and control the vehicle while operating under pursuit conditions including proper:

1. Brake application
2. Steering control
3. Use of throttle
4. Roadway position
5. Speed judgment
6. Use of radio
7. Use of lights and siren
8. Performance under stress
9. Hazard awareness
10. Space cushion

I. Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate proper vehicle acceleration methods including:

1. Maximum acceleration
2. Maximum throttle
3. Full throttle

J. Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate a collision avoidance technique including:

1. Identifying the hazard
2. Selecting avoidance options

RBC	Other Basic Courses					Requial
	832	III	II	I	SIBC	
X X X				X X X		
X		X		X		
X X X X X X X X X X X		X X X X X X X X X X X		X X X X X X X X X X X		
X				X	X	
X X X X X X X X X				X X X X X X X X X	X X X X X X X X X	
X				X		

VII. REQUIRED INSTRUCTIONAL ACTIVITIES

- K.** Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate the ability to park the vehicle including:
1. Making speed judgments (target speed)
 2. Executing a maneuver to avoid a collision
 3. Maintaining control of the vehicle
- L.** Given an exercise test that requires the student to drive a law enforcement vehicle, the student will demonstrate a series of slow speed precision driving exercises including but not limited to:
1. Roadway position
 2. Rear wheel cheat
 3. Front end swing
 4. Vehicle placement
 5. Hazard awareness
 6. Speed control
 7. Backing
 8. Visually locating obstacles to the rear

A. The student will participate in an instructional activity that requires braking suddenly and engaging the Anti-lock Braking System (ABS) at a speed of approximately 35 – 50 mph. The student will experience the pulsating of the brake pedal, the unusual sound associated with the ABS system, and directional control associated with ABS braking.

TRAINING AND TESTING SPECIFICATIONS FOR LEARNING DOMAIN #60 SURVEILLANCE

July 1, 2002

LEARNING NEED

Investigators need to understand the components of a successful surveillance operation.

LEARNING OBJECTIVES

- A. Constitutional protections associated with surveillance operations
- B. Impact of legal discovery rules on surveillance operations
- C. Terminology commonly used in surveillance operations, including:
1. Box
 2. Burned
 3. Cover/shade
 4. Fresh/stale
 5. Lane designations
 6. Point/eye
 7. Paralleling
 8. Set-up/perimeter
 9. Target
- D. Components of an operational plan
- E. Personnel assignments in surveillance operations
- F. Information concerning a target that should be disseminated at a pre-operation briefing
- G. Importance of inter-agency cooperation in surveillance operations

RBC	Other Basic Courses					Requl
	832	III	II	I	SIBC	
					X	
					X	
					X X X X X X X X X X	
					X	
					X	
					X	
					X	

TRAINING AND TESTING

July 1, 2002

LEARNING NEED

Investigators should understand that government agencies have limited inspection authority and related powers defined by statute.

LEARNING OBJECTIVES

- A. Statutory grounds for inspection warrants
- B. Issuance requirements of an inspection warrant
- C. Execution requirements of an inspection warrant
- D. Investigator's role in collecting and preserving evidence
- E. Uses of an administrative subpoena
- F. Parties authorized to issue an administrative subpoena
- G. Necessary components for an affidavit in support of an administrative subpoena duces tecum
- H. Service requirements of an administrative subpoena
- I. Services requirements of an administrative subpoena duces tecum
- J. Requirements of service to a minor

[illegible]

RBC	Other Basic Courses				Requal
	432	III	II	I	SBC

VII. REVISION DATE

None

CASE MANAGEMENT AND SOURCES OF INFORMATION

July 1, 2002

I

Investigators need to know how to assess and initiate an investigation.

LEARNING OBJECTIVES

- A. Elements of a crime
- B. Inculpatory and exculpatory evidence
- C. Importance of the statute of limitations
- D. Criteria for determining jurisdiction
- E. Initiation of an investigation
- F. Difference between a case file and working file
- G. Investigative funds defined
- H. Time management defined
- I. Need for time management
- J. Recommended time management techniques
- K. Need for time management techniques
- L. Suggested time management skills

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	

II.

M. Importance of inter-agency relations

N. Possible case dispositions

LEARNING NEED

Investigators need to become familiar with the different sources of information that are available as investigative resources.

LEARNING OBJECTIVES

A. Difference between fact and hearsay

B. Information that may be obtained from a law enforcement agency

C. Information that may be obtained from a city or county

D. Information that may be obtained from state agencies

E. Information that may be obtained from federal agencies

F. Information that may be obtained from an independent agency

G. Additional sources of information

LEARNING NEED

Investigators should understand how to create and maintain an effective working relationship with an informant.

LEARNING OBJECTIVES

A. Informant defined

B. Common informant motives

C. Privilege of confidentiality for informants

D. In camera hearing in relation to disclosure of an informant's identity

TRAINING AND TESTING **SPECIFICATIONS FOR LEARNING DOMAIN #63** **COMPUTERS AND COMPUTER CRIMES**

July 1, 2002

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
					X	
					X	
					X	
					X X X X X X X	
					X	
					X	

I. **LEARNING NEED**

Investigators need to be familiar with the many uses of computers in criminal activity.

LEARNING OBJECTIVES

- A. Target of criminal activity defined
- B. Instrument of criminal activity defined
- C. Repository of criminal activity defined
- D. Specific crimes associated with computers, including:

- 1. Child pornography
- 2. Fraud schemes
- 3. Counterfeiting
- 4. Component theft
- 5. Stalking
- 6. Hacking
- 7. Identity theft

E. Federal laws relating to computer crimes

F. State laws relating to computer crimes

II. **LEARNING NEED**

Investigators need to become familiar with the terminology used to discuss hardware, software, and certain computer processes.

Commission on Peace Officer Standards and Training

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-1

BASIC TRAINING

D-1-1 through D-1-3 continued

1-4. Specialized Investigators' Basic Course Definitions and Requirements: The terms used to describe testing and training requirements are defined in paragraph 1-5(a). Testing and training requirements are described in paragraph 1-5(b). Testing, training, content and hourly requirements are provided in detail in *Training and Testing Specifications for Peace Officer Basic Courses and Training Specifications for the Specialized Investigators' Basic Course*. Requirements for reporting successful course completion are contained in Commission Regulation 1055(i).

(a) **Definitions of Terms Used to Describe Testing and Training Requirements**

- (1) **Learning Domain.** An instructional unit that covers related subject matter. Training specifications for each learning domain include instructional goals or learning needs, topics or learning objectives, and hourly requirements. Training specifications for a domain also may include learning or instructional activities and testing requirements.
- (2) **Instructional Goal.** ~~A general statement of the results that instruction is supposed to produce.~~
- (32) **Learning Need.** A general statement justifying the training for a specific learning domain.
- (4) **Topic or Learning Objective.** A word or phrase that succinctly describes subject matter associated with an instructional goal or learning need.
- (5) **Test.** An evaluation of the extent to which students have achieved one or more instructional goals or learning objectives. Tests are graded on a pass/fail basis. Three types of tests may be used in the Specialized Investigators' Basic Course:
 - (A) **POST-Constructed Knowledge Test.** A POST-constructed, paper-and-pencil test that measures acquisition of knowledge required to achieve one or more learning objectives in a single learning domain.
 - (B) **Scenario Test.** A job-simulation test that measures acquisition of complex psychomotor and decision making skills required to achieve one or more learning objectives.
 - (C) **Exercise Test.** Any test other than a POST-constructed knowledge test or scenario test that measures the acquisition of knowledge and/or skills required to achieve one or more instructional goals or learning objectives. There are two kinds of exercise tests: (1) a POST-developed report writing test which is administered and scored under

POST's supervision, and (2) All other exercise tests are administered and scored by the training presenters.

- (6) **~~Learning or Instructional Activity.~~** An activity designed to achieve or facilitate one or more instructional goals or learning objectives. Students participating in an learning or instructional activity may be coached and/or provided feedback, but unlike tests, ~~learning or instructional activities~~ are not graded on a pass-fail basis.
- (7) **Test-Item Security Agreement.** An agreement between a training presenter and POST that identifies the terms and conditions under which the training presenter may acquire and use specific POST-constructed knowledge, scenario and exercise tests. Failure to accept or abide by the terms and conditions of such agreement is grounds for decertification in accordance with POST Regulation 1057.

(b) **Testing and Training Requirements**

- (1) **~~Topics Learning Objectives.~~** Training presenters shall provide instruction on all ~~topics and learning objectives as specified in Training and Testing Specifications for Peace Officer Basic Courses and Training Specifications for the Specialized Investigators' Basic Course.~~
- (2) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each learning domain is specified in the *Training and Testing Specifications for Peace Officer Basic Courses and Training Specifications for the Specialized Investigators' Basic Course*. The total minimum hourly requirement for the Specialized Investigators' Basic Course is ~~587~~ 591 hours.
- (3) **Testing Requirements.** The tests listed below are graded on a pass/fail basis. Students who fail a test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the training presenter, to prepare for a retest; and (c) be provided with an opportunity to be retested with an alternate form of the same test. If the student fails the second test, the student fails the course.
 - (A) **POST-Constructed Knowledge Tests.** As specified in *Training and Testing Specifications for Peace Officer Basic Courses and Training Specifications for the Specialized Investigators' Basic Course*, POST-constructed knowledge tests are required in some, but not all, learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST.
 - (B) **Scenario Tests.** As specified in *Training and Testing Specifications for Peace Officer Basic Courses and Training Specifications for the Specialized Investigators' Basic Course*, scenario tests are required in some, but not all, learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level acceptable to the presenter.
 - (C) **Exercise Tests.** As specified in *Training and Testing Specifications for Peace Officer Basic Courses and Training Specifications for the Specialized Investigators' Basic Course*, exercise tests are required in

some, but not all, learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level acceptable to the presenter.

- (4) **Learning or Instructional Activities.** As specified in *Training and Testing Specifications for Peace Officer Basic Courses and Training Specifications for the Specialized Investigators' Basic Course*, learning or instructional activities are required in some, but not all, learning domains. Where an learning or instructional activity is required, each student must participate in that activity. A student who does not participate in an learning or instructional activity when given the opportunity, fails the course unless the training presenter determines that there were extenuating circumstances. Students who do not participate in an learning or instructional activity due to extenuating circumstances shall be given a second opportunity to participate in the same or comparable activity. If a student fails to participate in an learning or instructional activity after being given a second opportunity, the student fails the course.
- (5) **Training Presenter Requirements.** POST has established minimum, statewide training standards for the Specialized Investigators' Basic Course. However, local conditions may justify additional training requirements or higher performance standards than those established by POST. This may include but is not limited to the use of higher minimum passing scores on POST-constructed knowledge tests.
- (6) **Single Presenter.** The Specialized Investigators' Basic Course shall be completed under the sponsorship of one presenter unless POST has approved a contractual agreement dividing responsibility for the delivering the training between multiple presenters.

Subparagraph 1-4 adopted and incorporated by reference into Commission Regulation 1005 on October 20, 1983, and amended on September 26, 1990, October 27, 1991, January 14, 1994, May 7, 1995, July 21, 2000, and January 1, 2001, and *.

Commission on Peace Officer Standards and Training

1005. Minimum Standards for Training. (Reference Regulation 1007 and Commission Procedure H for reserve peace officer training standards.)

(a) through (h) continued

PAM section D-1-4 adopted effective October 20, 1983, and amended September 26, 1990, October 27, 1991, January 14, 1994, May 7, 1995, July 21, 2000 and January 1, 2001, and * is herein incorporated by reference.

The document, *Training and Testing Specifications for Peace Officer Basic Courses*, adopted effective January 1, 2001, and amended October 1, 2001, and January 1, 2002, * and * is herein incorporated by reference.

~~The document, *Training Specifications for the Specialized Investigators' Basic Course—1995* adopted effective May 7, 1995 and amended July 21, 2000 and January 1, 2001, is herein incorporated by reference.~~

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Requirements for POST Certificates		Meeting Date January 31, 2002
Bureau	Reviewed By Ken O'Brien	Researched By Hal Snow
Executive Director Approval <i>Ken O'Brien</i>	Date of Approval 1-2-02	Date of Report December 11, 2001
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

ISSUE:

Should the Commission set a public hearing for the April meeting to consider recommended changes to its certificate requirements to be effective January 1, 2003, and impact only peace officers appointed after that date?

BACKGROUND:

POST's Strategic Plan Objective C.10 calls for a review of requirements for POST's Intermediate and higher certificates. Elsewhere, the Strategic Plan calls for POST to "raise the bar" on its standards wherever the needs so indicate. Requirements for POST's certificates have not changed since their inception in the late 1960's yet some conditions have changed including:

- Educational achievement on the part of those entering law enforcement and in-service officers has greatly increased.
- Opportunities for achieving college education have increased.
- The job of a law enforcement officer has become increasingly more complex.
- The basic academy hours have greatly increased over the years as have the college units and educational points associated with this training.
- Increasingly, community colleges are offering units for completing field training.
- Results of studies have verified the need for college education for our law enforcers.

These factors have served to lessen the difficulty in satisfying the certificate requirements which are generally based upon attainment of various combinations of years of peace officer experience, training, and education. The net effect of these changing conditions has been to lessen the need for officer to exert individual initiative in terms of pursuing a college education. Except for the Basic Certificate, all of POST's certificates are voluntary.

This review from the outset adopted the following project assumptions:

1. Higher education enhances the job performance of peace officers.
2. One of the purposes of POST certificates is to provide incentive to individual officers to attain higher education.
3. Raising the present minimum entry-level education requirement (graduation from high school) at this time would aggravate law enforcement recruitment problems and, therefore, should not be considered.
4. POST's Strategic Plan calls for "raising the bar" on standards, including requirements for certificates.
5. Requirements for POST's professional certificates have not been updated since their inception in the 1960s.
6. Any proposed changes to certificate education requirements would not impact: (a) those who already possess these certificates nor (b) those in the process of qualifying for professional certificates. Note: If the Commission approves these proposed changes, the higher requirements would only impact those officers employed after January 1, 2003.

ANALYSIS:

To obtain input on this review process, POST conducted a two-day workshop on November 26-27, 2001. A representative group of major statewide law enforcement associations (see Attachment A) reviewed existing requirements, considered the above changed conditions/assumptions, and identified several recommended changes to POST requirements. Attachment B identifies the regulatory language to implement the following recommended changes.

1. Intermediate Certificate - See Attachment "B," page F-3, item 1-6

Eliminate column #1 option (15 training points, 15 education points, and eight years' experience), eliminate column #2 option (30 training points, 30 education points, six years' experience), revise column #3 to increase years of experience from four to six, and qualify the Associate Degree by allowing 60 semester units from an accredited four-year college or university.

Rationale - Elimination of options #1 and #2 because they are easily obtained without much individual initiative in completing college education.

2. Advanced Certificate - See Attachment "B," page F-4, item 1-7

Eliminate column #1 option (30 training points, 30 education points, 12 years' experience), eliminate column #2 option (45 training points, 45 education points, and

nine years' experience), modify column #3 by decreasing years of experience from nine to eight, and qualify the Associate Degree by allowing 60 semester units from an accredited four-year college or university.

Rationale -

Elimination of options #1 and #2 they, too, are easily obtained. Decreasing years for column #3 brings this requirement into alignment with requirements of the Intermediate Certificate. Allowing 60-semester, college units from a four-year college or university serves to acknowledge the achievement of officers who choose to enter directly into a four-year college or university without going to a community college. It is also recognized this achievement would suggest these officers have completed general college academic requirements assuring a broad education that is considered highly desirable for law enforcement.

Supervisory Certificate - See Attachment "B," page F-5, item 1-8

Modify subsection (b) to require an Associate Degree or 60-semester college units recognized by an accredited four-year college or university.

Rationale-

Raises the bar to require an AA Degree and not just any 60 college units. See #2 above for allowing 60-semester units from a four-year college or university.

Management Certificate - See Attachment "B," page F-5, item 1-9

Modify subsection (b) to delete 60 college units and, instead, require a Bachelor's Degree.

Rationale -

Raises the bar to require a BA Degree which is considered more the existing norm for law enforcement managers.

Executive Certificate - See Attachment "B," page F.5, item 1-10

Modify subsection (b) to delete 60 college units and, instead, require a Bachelor's Degree.

Rationale -

Raises the bar to require a BA degree which is considered the existing norm.

It is believed that these proposed changes have the following benefits:

- Raises the bar on POST's requirements for its certificates.
- Requires a higher degree of individual initiative in placing a higher priority in attending college.
- Increases fairness by recognizing some officers pursue a BA Degree without attempting to obtain an AA Degree.
- Increases ease of administration for POST which could serve to reduce present certificate backlogs.

The proposed changes to POST certificate requirements would, if approved, send a message to those who plan to enter law enforcement as a career that college education is considered essential to adequately perform police work in the 21st century. Many consider college education as the means to transcend police service from a vocation to a profession and that professionalism will never really occur without requiring college education. While these proposed changes do not require college education because the certificates are voluntary, the proposed changes take a giant step in the right direction of raising the bar.

These proposed changes impact officers appointed on or after January 1, 2003. This date does not have any particular significance other than it follows the date when the State Office of Administrative Law (OAL) is expected to approve these changes. This date was selected to apply across the board for proposed changes to all certificates (Intermediate through Executive).

There is uncertainty about the degree of support or opposition to these recommended changes beyond those organizations represented on POST's Ad Hoc Advisory Committee. However, information has been received indicating that some existing labor bargaining agreements may be impacted by the changes because various pay incentive programs are based upon attainment of POST certificates. It is reasonable to assume there may be some objections to these changes based upon their impact in raising educational requirements.

Since POST regulations and procedures are being modified, the public hearing process is required to be used. It is recommended that a public hearing be scheduled in conjunction with the April meeting of the Commission.

RECOMMENDATION:

It is recommended that the Commission schedule a public hearing in ^{July}~~April~~ 2002 to consider the above recommended changes to POST certificate programs.

Educational Standards Ad Hoc Committee

<u>Organization</u>	<u>Name</u>
PORAC	Sergeant Alex Bernard
CSSA	Sheriff Larry Smith
San Diego Police Department	Lieutenant John Leas
CADA	Al Avila
CAAJE	Alan G. Hyde
CHP	Sergeant Elaine Wallace
CPCA	Chief William Brown
COPS	Nick LaBella
CPOA	Lieutenant Bruce Muramoto
Los Angeles County Sheriff's Department	Sergeant Steve Gurlitz

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE F-1

REGULAR AND SPECIALIZED LAW ENFORCEMENT
CERTIFICATE PROGRAM

Purpose

- 1-1. The Professional Certificate Program: this Commission procedure describes the Professional Certificate Program established in Section 1011 of the Regulations.

General Provisions

1-2. Eligibility

- (a) To be eligible for the award of a Regular Program Certificate, an applicant must currently be a full-time peace officer employed and paid as such in a participating California agency, and have satisfactorily completed the Basic Course listed in PAM, Section D-1-3.
- (b) to be eligible for the award of a Specialized Law Enforcement Certificate, an applicant must currently be a full-time peace officer employed and paid as such in a participating California agency, and have satisfactorily completed a specialized basic course listed in PAM, Section D-1.
- (c) Notwithstanding the provisions of subsections a and b, full-time, paid peace officer employees of cities, counties and districts authorized to maintain police departments are eligible for award of a basic certificate if they are required by Penal Code Section 832.4 to attain such a certificate, and their employing agency does not participate in the POST Program. This eligibility shall pertain only to award of a basic certificate, which shall be issued only after compliance with all other conditions for basic certificate award expressed elsewhere in law and the PAM.
- (d) A currently employed peace officer who has satisfactorily completed the regular Basic Course, regardless of completion date, and was issued the Specialized Basic Certificate and/or higher level Specialized Certificates, may apply for issuance of the Regular Basic and/or higher level Regular Certificates.
- (e) A currently employed peace officer who has been awarded a Basic Certificate listing an experience category may apply for another Basic Certificate, after completing the required experience in the new agency category.

1-3. Application Requirements

- (a) All applications for award of certificates covered in this procedure shall be completed on the prescribed Commission form entitle "Certificate Application," POST 2-116 (Rev. 8/99).
- (b) Each applicant shall attest that he or she subscribes to the Law Enforcement code of Ethics.
- (c) The department head shall sign the following statement which appears on the application:

- (1) "I recommend that the certificate be awarded. I attest that the applicant has completed a period of satisfactory service or probation as provided in Section 1010b (3), (4), or (5) of the Commission's Regulations (Basic Certificate requirement only), and the applicant has been employed in compliance with the minimum standards set forth in Section 1002 of the Commission's Regulations. The applicant in my opinion is of good moral character and is worth of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction/agency substantiate my recommendation."
- (2) when a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor, or in the case of a Specialized Agency, the applicant's superior. Elected department heads are authorized to submit an applicant with only their personal signature.

Education, Training, Experience

1-4. Basis for Qualification: To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

- (a) Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- (b) Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds or a point. Such units of credit shall have been awarded by an accredited community college, college, university, or until January 1, 1998, by a non-accredited, state-approved college that offers programs exclusively in criminal justice (refer to Regulation 1001 (a) for definition of acceptable college education).
- (c) All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for POST certificates. Units of credit transferred from one education institution to another must be documented by transcripts from both such educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.
- (d) Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.
- (e) For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer shall be accepted for the full period of such experience.
- (f) In other law enforcement categories (e.g., out-of-state or military law enforcement experience) the required experience shall be accepted by the Commission, not to exceed a maximum of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility.

The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience in the capacity designated in subparagraphs F-1-8 (d), F-1-9 (d), or F-1-10 (d). Middle management experience shall be substitutable for supervisory experience. Department head experience may substitute for middle management or supervisory experience. An aggregate of four years' of experience (with at least two years' of experience at the higher rank) is required to receive both the Supervisory and Management Certificates; an aggregate of six years' of experience (with at least two years of experience at the higher rank) is required for all three certificates to be awarded.

Professional Certificates

1-5. The Regular or Specialized Basic Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3, and 1-4, the applicant for the award of the Regular or Specialized Basic Certificate must:

- (a) If employed after January 1, 1988, have satisfactorily completed the period of probation, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate. For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. The Executive Director shall have the authority to determine the manner in which the time periods are calculated, when there is change of employers, injury, illness, or other such extraordinary circumstances over which the applicant or department may have little or no control.
- (b) have satisfactorily met the appropriate POST Basic Course training requirement.

The certificate shall include the applicant's name and experience category of the employing agency.

1-6. The Regular or Specialized Intermediate Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3, and 1-4, the applicant for the award of the Regular or Specialized Intermediate Certificate must:

- (a) Possess or be eligible to possess a basic certificate; and
- (b) Satisfy the prerequisite basic course training requirement as described in PAM, Section 1005(a), and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

For those officers appointed before 1-1-03

Minimum Training Points Required	15	30	45		
Minimum Education Points or Degree Required	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience Required	8	6	4	4	2

Commission on Peace Officer Standards and Training

For those officers appointed on or after 1-1-03

<u>Minimum Training Points Required</u>	<u>45</u>		
<u>Minimum Education Points or Degree Required</u>	<u>45</u>	<u>Associate Degree *</u>	<u>Baccalaureate Degree</u>
<u>Years of Law Enforcement Experience Required</u>	<u>4 6</u>	<u>4</u>	<u>2</u>

* or 60 semester college units recognized by an accredited four-year college or university.

1-7. The Regular or Specialized Advanced Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3, and 1-4, the applicant for the award of the Regular or Specialized Advanced Certificate must:

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) satisfy the prerequisite basic course training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

For officers appointed before 1-1-03

<u>Minimum Training Points Required</u>	<u>30</u>	<u>45</u>			
<u>Minimum Education Points or Degree Required</u>	<u>30</u>	<u>45</u>	<u>Associate Degree</u>	<u>Baccalaureate Degree</u>	<u>Masters Degree</u>
<u>Years of Law Enforcement Experience Required</u>	<u>12</u>	<u>9</u>	<u>9</u>	<u>6</u>	<u>4</u>

For officers appointed on or after 1-1-03

<u>Minimum Training Points or Degree Required</u>	<u>Associate Degree *</u>	<u>Baccalaureate Degree</u>	<u>Masters Degree</u>
<u>Years of Law Enforcement Experience Required</u>	<u>9 8</u>	<u>6</u>	<u>4</u>

* or 60 semester college units recognized by an accredited four-year college or university.

1-8. The Regular or Specialized Supervisory Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3, and 1-4, the applicant for the award of the Regular or Specialized Supervisory Certificate must:

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) For those appointed before 1-1-03, have no less than 60 semester units (see subparagraph F-1-4.b.); For those appointed on or after 1-1-03, have no less than an Associate Degree or 60 semester units recognized by an accredited four-year college or university; and
- (c) Satisfactorily meet the training requirement of the Supervisory Course; and
- (d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (o), (v), (e), and (m) of the Regulations.

The certificate shall include the applicant's name, official title, and name of employing jurisdiction or agency.

1-9. The Regular or Specialized Management Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3, and 1-4, the applicant for the award of the Regular or Specialized Management certificate must:

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) For those appointed before 1-1-03, have no less than 60 semester units and (see subparagraph F-1-4.b.); For those appointed on or after 1-1-03, have no less than a Baccalaureate Degree from an accredited college or university
- (c) Satisfactorily meet the training requirement of the Management Course; and
- (d) Have served satisfactorily for period of two years as a middle manager, assistant department head, or department head as defined, respectively, in Section 1001 (v), (e), and (m) of the Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency. When a holder of a Management Certificate transfers as an assistance department head or middle manager to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM, Section F-3, displaying the name of the new jurisdiction.

1-10. The Regular or Specialized Executive Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3, and 1-4, the applicant for the award of the Regular or Specialized Executive Certificate must:

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) For those appointed before 1-1-03, have no less than 60 semester units (see subparagraph F-1-4.b.); For those appointed on or after 1-1-03, have no less than a Baccalaureate Degree from an accredited college or university.
- (c) Satisfactorily meet the training requirements of the Executive Development Course; and

- (d) Have served satisfactorily for a period of two years as a department head as defined in Section 1001 (m) of the Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction. When a holder of an Executive certificate transfers as a department head to another jurisdiction, a new certificate may be issued upon request as provided for in PAM, Section F-3, displaying the name of the new jurisdiction or agency.

Historical Note:

Section F-1-5 was adopted and incorporated by reference into Commission Regulation 1010 on October 23, 1988.

Procedure F-1 was adopted and incorporated by reference into Commission Regulation 1011 on October 23, 1988, and amended on January 17, 1990, July 10, 1993, and February 8, 1998.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract Request for the Assistance in the Development of Pre-employment Personality/Integrity Assessment for Peace Officers		Meeting Date January 31, 2002
Bureau Standards and Evaluation Services	Reviewed By Paula Burnette	Researched By Shelley Spilberg
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-4-02	Date of Report December 10, 2001
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for Details) <input type="checkbox"/> No
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		

ISSUE

Should the Commission authorize a sole-source contract for the services of Dr. Deniz Ones to assist staff in the development of guidelines and products for the pre-employment assessment of integrity and related personality constructs relevant for peace officer selection?

BACKGROUND

POST Strategic Plan Items A.1 Component I and A.1 Component II call for the creation of a new peace officer selection battery and the revision of the existing psychological screening guidelines, respectively. At its July 2000 meeting, the Commission authorized the establishment of a sole source contract for the assistance of Dr. Deniz Ones, who holds an endowed professorship in Industrial and Organizational Psychology at the Department of Psychology of the University of Minnesota and is one of the preeminent researchers in the field of personality in personnel selection. The \$46,220 contract, initiated in November 2000, calls for the assistance of Dr. Ones in the development of an RFP, the selection of a contractor, and oversight guidance in the implementation of the contract itself.

The first major project steps entail a comprehensive, large-scale literature review and reanalysis of results contained therein. Besides building a solid, legally defensible basis for the ensuing guidance, these data will be subjected to a *meta-analysis*: a powerful methodological and statistical technique for improving the validity of and confidence in research findings through aggregating results across numerous studies. This approach makes maximum use of existing, relevant research findings and at the same time ensures that any labor-intensive empirical validation research conducted for this effort will make a *unique* contribution to the understanding of the psychological assessment of law enforcement candidates. At their May 2001 meeting, the Commission authorized an additional \$80,000 to Dr. Ones' contract to conduct the meta-analysis.

The meta-analysis will be completed in the first quarter of 2002, on time and on budget. In addition, the work by Dr. Ones and her staff will include: (1) a listing of behaviorally-defined psychological traits validated as essential for the conduct of peace officer job duties; (2) the validity evidence, accrued over hundreds of studies, associated with each trait; (3) a detailed evaluation of commonly used measures of these traits (e.g., MMPI, CPI, 16PF), and the validity evidence available for each, on both a scale level and overall test level; (4) specific, comprehensive and practical guidance for measuring each of these traits during psychological screening examination across the variety of evaluation mediums (e.g., inventories, interviews, background questionnaires). Together with the work concurrently being conducted by POST staff and SMEs, these results will provide the basis for the new pre-employment psychological screening guidelines to be contained in the revised POST Psychological Screening Manual, and as such will satisfy POST Strategic Plan Item A.1 Component II.

ANALYSIS

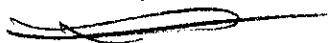
Strategic Plan Item A.1 Component I complements A.1 Component II in that it calls for the creation/identification of a pre-offer test of integrity and related personality constructs for selecting entry level peace officers (relative to A.1 Component II, which involves revising post-offer psychological screening guidelines). However, there is considerable overlap in between the two projects in terms of the constructs measured, the performance criteria targeted, and the psychometric and practical issues to be considered. Therefore, the expertise Dr. Ones and her staff have accrued in the course of working on the revision to the POST Psychological Screening Manual, coupled with her status as an internationally-recognized, preeminent authority in the field of personality assessment and selection (and, in particular, the integrity testing in organizations) makes her uniquely qualified to play a major, assistive role in both projects. Funding is requested, therefore, to allow Dr. Ones and her staff to provide assistance with the research and development associated with pre-offer personality assessment, and integrity testing in particular, as well as continue working on both the revised Psychological Screening Manual. The new contract would include the following deliverables:

- a. Consultation at project meetings, videoconferences, and otherwise as needed;
- b. Conduct of a comprehensive literature review and recommendations for the selection of pre-offer personality assessment instrument, as well as a cost/benefit analysis associated with selecting/recommending a pre-existing measure vs. creating a POST instrument;
- c. Assistance on follow-on issues associated with the creation of the clinical protocols sections of the revised Psychological Screening Manual;
- d. Assistance of graduate students and other staff of Dr. Ones' in creating and producing products related to the personality assessment and psychological screening projects, and maintenance of the vast body of literature associated with both projects.

Total anticipated funding for this follow-on contract: \$75,000.


RECOMMENDATION

Authorize the Executive Director to initiate a sole-source contract for the services Dr. Deniz Ones to assist in the creation of measures and guidelines for pre-employment selection and screening of entry level peace officers in an amount not to exceed \$75,000.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

enda Item Title Robert Presley Institute of Criminal Investigation Core Course Contract (ICI) for the San Francisco Police Department		Meeting Date January 31, 2002
Bureau Training Programs Services	Reviewed By Ray Bray	Researched By Neil W. Zachary
Executive Director Approval 	Date of Approval 1-2-02	Date of Report December 12, 2001
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See analysis for Details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to enter into a contract with the San Francisco Police Department (SFPD) for three presentations of the Robert Presley Institute of Criminal Investigation (ICI) Core Course for an amount not to exceed \$64,158 for fiscal year 2001/2002?

BACKGROUND

This is a renewal of a contract that was in effect for fiscal year 2000/2001. The SFPD has been an ICI Core Course presenter since 1996. Last fiscal year, SFPD presented five presentations of the ICI Core Course. The cost of one presentation was \$22,208 and five presentations totaled \$111,035, plus a one-time equipment purchase cost of \$1,925. The SFPD contract for this current fiscal year was inadvertently omitted when the other ICI Core Course contracts were presented and approved by the Commission at their May 2001 meeting.

ANALYSIS

The SFPD is one of six providers of the ICI Core Course. All courses are presented using adult experiential learning concepts. These concepts have proven to be an excellent method of instruction for follow-up investigators. The students are challenged to learn by performing in realistic role-play exercises and practical simulations. The Core Course is a recommended prerequisite to all other courses in the ICI program and is, therefore, the foundation upon which all other courses are built.

The evaluations for this provider's classes have been excellent. They have selected and trained excellent instructors. Because of budgetary constraints for this fiscal year, this contract is being limited to only three presentations instead of five as in past years.

The SFPD will present three classes at an average cost of \$21,386. This is a decrease of \$822 (or - 3.7%) compared to last year's costs. Since only three offerings will be conducted, the total contract will not exceed \$64,158.

RECOMMENDATION

Authorize the Executive Director to enter into a contract with the San Francisco Police Department for three presentations of the Robert Presley Institute of Criminal Investigation (ICI) Core Course in an amount not to exceed \$64,158 for fiscal year 2001/2002

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

Agenda Item Title

Proposed Expenditures for 2001-2002 BCP

Meeting Date

January 31, 2002

Bureau

Training Program Services

Reviewed By

Ray A. Bray

Researched By

Jody Buna

Executive Director Approval

Kenneth J. O'Brien

Date of Approval

1-2-02

Date of Report

December 10, 2001

Purpose

☒ Decision Requested

☐ Information Only

☐ Status Report

Financial Impact:

☒ Yes (See Analysis for details)

☐ No

ISSUE

Should the Commission approve the expenditure of \$1.95 million of Budget Change Proposal (BCP) funds for the fiscal year 2001-2002 to develop multimedia training programs, replace specified driver training simulators, equip a new skill center with a force option simulator and a driver training simulator, as well as distribute 20 dispatcher simulators to the field?

BACKGROUND

Two BCPs (#2&3) totaling \$4.75 million were approved by the Department of Finance (DOF) for FY 01/02. POST requested approval to redirect these funds to the projected \$4.8 million budget deficit. DOF approved the redirection of \$2.8 million to the deficit and requested a listing of which BCP-approved items will be purchased to expend the remaining \$1.95 million.

DOF has been provided with the data requested and Commission approval is now needed for the Executive director to enter into contracts to acquire the selected items listed in the Analysis (below) portion of this report. The combined total of the listed items is \$1.949 million.

ANALYSIS

The following items are recommended expenditures:

- 1) \$374,000 for the development of DVD multimedia training programs. ✓
- 2) \$850,000 to replace driving simulators at the Modesto Ray Simon Training Center and the Butte Training Center.
- 3) \$625,000 to fund a Regional Training Center in Kings/Tulare County.
- 4) \$100,000 to purchase 20 Dispatcher Simulators.

Item #1, extracted from FY 01/02 BCP #2, involves funding for the development of in-service Digital Video Disc (DVD) training programs, not to exceed \$374,000, to satisfy multimedia training needs. The Commission has assumed a leadership role through the telecourse program in providing law enforcement with programs that address in-service training needs and has approved expending funds on the development of multimedia training programs. Digital Video Discs are a new multimedia technology that provides unique opportunities to deliver standardized training. It is a new resource that encourages group interactivity, self-study, risk-taking and team building. Pilot tests have generated overwhelming support for this new type of training delivery system. Support is based on:

- The training is interactive and designed around job-related scenarios
- The medium is highly visual and provides new levels of visual clarity and sound quality
- The medium is designed to be done in groups and provides instant instructor and student feedback. Officers are required to engage, debate and challenge ideas and values
- Contributing their experiences makes an officer feel the training is relevant and they are emotionally involved. Officers have commented that they feel ownership of the content.

Principles of adult learning are designed into the prototype that staff has developed to test the concept on in-service groups. Merely watching a video or listening to a lecture can not achieve the results possible with DVD including:

- Video and audio assets that engage officers in job-related scenarios
- Officers are required to conceptualize and contribute ideas and feelings and explore the compact of emotions on this response
- Officers are trained in work-groups by team-leaders and are provided the opportunity for the group awareness and introspection
- Through the use of discussions and exercises, participants have the opportunity to make training a "personal significant emotional event" and bring about lasting change.

DVD based training represents the convergence of two principles that have proved effective over the past fifty years. The first principle is that training of law enforcement officers is most effectively done in group settings including academy classes, law enforcement classrooms, seminars, etc. Group settings allow officers to have the chance to interact and learn from other group participants. Secondly, state developed instructional resources that support local delivery of training achieves state standardization without the appearance over regulation. Resources have included unit guides, student workbooks, guideline documents, approved outlines, telecourses and approved videos.

It is proposed that staff develop 4 training programs during the next year. Topics will include:

- Tactical Response
- Ethical Decision Making
- Search & Seizure
- Officer Safety

Digital Outpost of Carlsbad, California has been identified as a uniquely qualified vendor to produce Digital Video Disc training. It is recommended that POST enter into a contract with Digital Outpost for the development, distribution, and continuing fulfillment of these four DVD's not to exceed \$374,000, contingent upon Digital Outpost becoming a C-Mas vendor within the fiscal year.

Item #2, extracted from FY 01/02 BCP #3, involves expending \$850,000 to replace driving simulators at the Modesto Ray Simon Training Center and the Butte Training Center. The cost is \$425,000 per site. These two training centers are currently using the old Amos I (Doran) Simulators and both should be replaced as soon as possible. These simulators are outdated and, due to their age, require constant repair.

Item #3, extracted from FY 01/02 BCP #3, is to fund a new Regional Training Center in Kings/Tulare County for a sum of \$625,000. This would include the cost of purchasing the driving and force options simulator. Staff has identified a need for a Regional Training Center in the Central Valley to serve officers within that region.

Creation of the center ensures that law enforcement personnel in the area has access to critical skills training within a reasonable commuting distance from their department. Currently, officers in this portion of the central valley must drive inordinately long distances to receive training.

Recommendation #4, extracted from FY 01/02 BCP #3 involves approving \$100,000 of the BCP to be allocated for the purchase of dispatcher training simulators from Professional Pride Training Company. One simulator will be provided to each of the 20 basic dispatch training locations within the state. Several California agencies, including the CHP, already use these simulators to train their new dispatchers. Each simulator costs approximately \$5,000. These training simulators will be used to train in the Basic Dispatcher course as well as in the refresher and CPT courses. Dispatchers have a 24 hour CPT requirement every two years. Simulation will assist in meeting that standard.

RECOMMENDATION

It is recommended that the Executive Director be authorized to enter into contracts for Items 1-4 (above), for an amount not to exceed \$1.949 million.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Increase the Contract Amount for Management Fellow for VAWA Grant			Meeting Date January 30, 2002
Bureau Training Program Services	Reviewed By <i>Ray A. Bray</i>	Researched By Jan Bullard	
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 1-02-02	Date of Report December 20, 2001	
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: Yes (See Analysis for details) No	

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION.** Use additional sheets if required.

ISSUE

Should the Commission on POST authorized the Executive Director to increase the contract amount for the management fellow position for the Violence Against Women Act (VAWA) Grant?

BACKGROUND

On August 1, 1997, the Commission was the recipient of a VAWA Law Enforcement Training Grant in the amount of \$2,929,112. Over the past four years, the Commission has approved additional augmentations to the grant that have brought the current total to \$7,038,179. Since the inception of the grant POST has contracted with a governmental agency for a management fellow to serve as the assistant coordinator of the grant. At the August 2001 meeting the Commission approved the Executive Director to enter into a contract for the management fellow commencing in January 31, 2002 until February 1, 2003 in an amount not to exceed \$120,000. Lt. Pat Hunton from Monterey County Sheriff's Department was selected to serve in this position. Since that meeting date, Lt. Hunton was promoted by her department and has recieved an increase in salary.

ANALYSIS

To enter into the contract with Monterey County Sheriff's Department for Lt. Hunton's services for one year, the Commission must authorize and increase of the original amount to \$127,818. This includes salary and benefits. Lt. Hunton is well qualified for this position and her agency has approved her being at POST for one year to serve as the assistant coordinator. The entire amount for the contract will be reimbursed to POST through the VAWA grant.

RECOMMENDATION

Authorize the Executive Director to increase the amount of the contract for the VAWA management fellow position \$7,818 to bring the total amount of the contract to \$127,818.

State of California

Department of Justice

MEMORANDUM

To : POST Commissioners

Date: December 14, 2001


From : **Bill Kolender, Chairman**
Long Range Planning Committee

Subject : REPORT OF THE LONG RANGE PLANNING COMMITTEE

The Committee met on December 13, 2001, at 9:15 a.m. at the Hyatt Regency Hotel, Long Beach. Present were Commissioners Kolender, Cobb, Flannagan, Fox, Lopez, and Sampson. Commissioner Baca was absent. Commissioners Boyd, Hawkins, and Holden were present as visitors. POST staff present included Ken O'Brien, Mike DiMiceli, Dick Reed, and Hal Snow.

The Committee received reports from staff on the following issues:

Status Report – Integrating Leadership, Ethics, and Community Oriented Policing Throughout the Regular Basic Course

The report described the progress of the project to integrate the principles and competencies of leadership, ethics, and community oriented policing throughout the entire Regular Basic Course curriculum. The report included a summary of progress and a work plan for each topic. Hal Snow explained that a full report on the project, including a phased implementation plan would be presented to the Commission at the April 2002 meeting. He indicated that full integration of the topics in the curriculum and in the field training course should be completed in approximately 3 years but that the process could be accelerated with additional resources. During the discussion, Hal Snow indicated that the results of a review of potential resources to assist in the integration project would be presented to the Commission at the April 2002 meeting.

Following the discussion, the Committee accepted the report, and directed staff to continue the work as planned and described, and to report to the Commission at the April 2002 meeting (Motion-Hawkins, Second-Fox).

Status Report on Providing Additional Flexibility for Meeting CPT Requirements.

This informational report acknowledges an assignment to staff to research the feasibility of providing additional flexibility for meeting the CPT requirement by recognizing certain college educational courses.

Following the discussion the Committee directed staff to discontinue further work on this assignment (Motion-Fox, Second-Sampson).

Quarterly Report on Strategic Plan Implementation

This informational report summarizes the status of work to implement the Strategic Plan.

Following discussion, the consensus of the Committee was to accept the report.

Status Report on Integrating Ethics into POST Training Courses

The report summarized the work to integrate ethics into POST-certified courses, as previously directed by the Committee. The report identified each course and summarized the number of hours in each course that is devoted to the topic.

Following discussion, the consensus of the Committee was to accept the report.

Status Report on the Racial Profiling Training Mandate

This informational report described the current status of the work to develop a training course on racial profiling. It presented a tentative curriculum for the training and described the work of the Governor's Panel and the curriculum committee. The final report and curriculum will be presented to the Commission at the January 2002 meeting.

Following discussion, the consensus of the Committee was to accept the report.

Status Report on Increasing the Education Requirement for POST Certificates

The Committee, at its July 2001 meeting, considered a staff report concerning the review of education requirements for POST certificates and directed staff to initiate the review. This report summarized the review and presented the recommendations for modifying the requirements for certain certificates to increase the requirement for college education. The changes require modification of certain regulations and the report recommended a public hearing be scheduled for the April 2002 Commission meeting to consider the changes.

Following discussion, the Committee accepted the report and recommended that, at its January 2002 meeting, the Commission schedule a public hearing for the April 2002 meeting (Motion-Fox, Second-Flannagan).

Report on Creating New Selection Standards for the Chief of Police Position

At the direction of the Commission, staff examined the feasibility of establishing selection requirements for the position of Chief of Police. The staff report concluded that the California Constitution has vested in the local hiring jurisdiction the exclusive authority to establish the selection requirements for the position of Chief of Police. As a result, the Commission may lack the authority to impose additional selection standards.

Following discussion, the consensus of the Committee was to accept the report.

Status Report on Contract Adjustments

At the November 2001 meeting, the Commission directed staff to continue to monitor training contracts and to report on savings that may be available. This informational report summarized the adjustments to two contracts that will make approximately \$329,000 available for redirection to other needs during this fiscal year.

The consensus of the Committee was to accept the report.

Status Report on the Redirection of Budget Change Proposals (BCPs) for FY 2001/02

At the November 2001 meeting, the Commission approved the redirection of two BCPs, totaling \$4.75 million, to be applied to the projected budget deficit of \$4.8 million. Department of Finance approval of the redirection is required because the BCPs were included in the approved State Budget for FY 2001/02.

This report provided the request to the Department of Finance. Dick Reed explained that since this report was prepared, the Department of Finance has verbally approved the redirection of \$2.8 million to the projected deficit. In addition, the Department requested an explanation of the use of the remaining monies for the purposes that were originally described.

A further report will be provided to the Finance Committee and the Commission at the January 2002 meeting.

Following discussion, the consensus of the Committee was to accept the report.

Report on the Origin and Revision of the POST Strategic Plan

This information report summarized the origin, history, and the process for updating the Commission's Strategic Plan. The Committee's discussion included whether to create an independent oversight committee for the revision and implementation of the Strategic Plan.

Following the discussion, the Committee decided: 1) to retain the responsibility for oversight of the implementation of the Strategic Plan and directed staff to: 2) continue the annual update process that is in place; 3) submit quarterly reports and the annual update report first to the Advisory Committee; and 4) submit the quarterly report and the annual update reports, including comments and recommendations from the Advisory Committee, to the following meeting of the Long Range Planning Committee (MOTION-Fox, Second-Hawkins).

Next Meeting

The Committee selected March 7, 2002, 10:00 a.m., for the next meeting, at a location to be determined.

ADJOURNMENT: 11:45 a.m.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.



Gray Davis
Governor

Bill Lockyer
Attorney General

1:00 P.M.

POST Advisory Committee Meeting
Wednesday, January 30, 2002
Mission Inn, Riverside
3649 Mission Inn Avenue
Riverside, CA 92501
(909) 784-0300

AGENDA

☒ A. Call to Order and Welcome

☒ B. Introductions

- New Advisory Committee Member
- Advisory Committee
- Commissioners
- Audience

☒ C. Flag Salute

☒ D. Moment of Silence Honoring Peace Officers Killed in the Line of Duty

☒ E. Roll Call

☒ F. Announcements

Chair

☒ G. Approval of Minutes of November 7, 2001, Meeting (Attachment)

Chair

☒ H. Approval of Recommended Recipients for 2001 Governor's Awards

Chair

☒ I. Demonstration of DVD Multimedia

Staff

☒ J. Commission Assignment - Ongoing Review of POST Strategic Plan Implementation and Reporting to Long Range Planning Committee (Attachment)

Staff

*individual
life time
organ. - San Bernardino SO.
use of force*



~~K.~~ Review of Commission Meeting Agenda and Advisory Committee Comments

Staff

~~L.~~ Advisory Committee Member Reports

Members

~~M.~~ Commission Liaison Committee Remarks

Members

~~N.~~ Old and New Business

~~O.~~ Next Meeting

Wednesday, April 11
Ramada Plaza, Culver City

P. Adjournment

POKME
June

45 vs 22 credits
for Basic Academy

1. CAAJE
2. CADA
3. CAPTO

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.



POST Advisory Committee Meeting Minutes

Wednesday, November 7, 2001

Holiday Inn - Northeast

5321 Date Avenue

Sacramento, CA 95841-2597

Gray Davis
Governor

CALL TO ORDER

Bill Lockyer
Attorney General

The meeting was called to order at 9:05 by Vice Chairman Alex Bernard. Alex welcomed everyone and introduced POST Commissioners.

ROLL CALL AND SPECIAL INTRODUCTIONS

Members Present:

- ✓ Bernard, Alex - Peace Officers' Research Association of California (PORAC)
- Byrd, Charles - California State Sheriffs' Association (CSSA)
- ✓ Cleaver, Norman - California Academy Directors' Association (CADA)
- ✓ del Campo, Ph.D., Phil - Public Member
- ✓ Geise, Leonard - Public Member
- ✓ Gurney, John - California Police Chiefs' Association (CPCA)
- ✓ Otto, Kevan - California Specialized Law Enforcement
- ✓ Reid, Mike - California Association of Police Training Officers (CAPTO)
- ✓ Ruelas, Ed.D., Leo - California Community Colleges
- ✓ Scott, Michael - California Organization of Police and Sheriffs (COPS)
- ✓ Waters, Al - California Coalition of Law Enforcement Associations (CCLEA)
- ✓ Williams, Woody - California Peace Officers' Association (CPOA)

SCHEDULING FOR REVIEW OF GOVERNOR'S AWARDS NOMINATIONS

Members Absent:

- Engquist, Marvin - California Justice Educators' Association (CAAJE)
- Lekawa, Leisha - Women Peace Officers' Association (WPOA)
- Redding, Sandra - California Highway Patrol (CHP)

Commissioners Present:

Patrick Boyd
Marc Cobb
Joe Flannagan
James Fox
Arthur Lopez
Rana Sampson

Staff Present:

Ray Bray - Bureau Chief, Training Program Services Bureau
Paula Burnette - Bureau Chief, Standards & Evaluation Services Bureau
Alan Deal - Bureau Chief, Executive Office
Tom Hood - Bureau Chief, Training Delivery Services Bureau
Bud Lewallen - Bureau Chief, Basic Training Bureau
Anita Martin - POST Commission Secretary
Kenneth J. O'Brien - Executive Director
Dick Reed - Assistant Executive Director
Hal Snow - Assistant Executive Director
Karen Hightower - POST Advisory Committee Secretary

MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY

The Advisory Committee held a moment of silence in honor of the following officers who have lost their lives while serving the public since the last committee meeting:

- Erik Telen, Deputy, Fresno County Sheriff's Department
- Hagop "Jake" Juredjian, Deputy, Los Angeles County Sheriff's Department
- Richard Perkins, Officer, Bishop Police Department
- Jeffrey Fontana, Officer, San Jose Police Department

ANNOUNCEMENTS

Alex Bernard informed the group that the Finance Committee meeting would be held at POST Headquarters at 2 p.m. He also noted that POST staff would provide transportation to Headquarters for individuals without vehicles.

APPROVAL OF THE MINUTES OF THE AUGUST 15, 2001, POST ADVISORY COMMITTEE MEETING

MOTION - Williams, second - Geise, carried unanimously to approve the minutes of the August 15, 2001, meeting.

SCHEDULING FOR REVIEW OF GOVERNOR'S AWARDS NOMINATIONS

Hal Snow reported that POST has received some Governor's Awards nominations. Nominations must be received at POST by December 31. Hal noted that the process includes inviting Advisory Committee Members and Commissioners to attend a meeting to screen and select nominees from three categories - Individual, Lifetime, and Organizational- and provide recommendations to Commissioners at their meeting.

After discussion, the group agreed to schedule the screening and selection process for January 29, 2002, from 1:00 - 5:00 p.m. at the Marriott Hotel in Riverside. **(Please note: The hotel has been changed to the Mission Inn).**

Based on Norm Cleaver's suggestion, Hal agreed that an effort will be made to provide a mass communication to the field as the December deadline approaches.

PRESENTATION OF POST BADGES

Alex Bernard presented POST badges to Kevan Otto and John Gurney.

REVIEW OF COMMISSION MEETING AGENDA AND ADVISORY COMMITTEE COMMENTS

- o Item "B.5" (Consent Calendar) - Report on POST's Recruitment Symposium

Woody Williams commended Alan Deal, Bureau Chief, and Lori Lee, Management Fellow, for the success of the Recruitment Symposium held at the Burbank Hilton Airport and Convention Center on July 24-26, 2001.

Items "D" and "H" of the Agenda were discussed together:

- o Item "D" - Public Hearing on Proposed Increase in Continuing Professional Training (CPT) Hourly Requirement

Ken O'Brien briefed those present regarding the correspondence received on the subject of increasing CPT hours and discussed the various types of training that satisfactorily meet CPT requirements.

MOTION - Williams, second - Geise, carried unanimously to recommend to the Commission to approve the increase of continuing professional training (CPT) hourly requirement.

o Item "H" - *Status Report on Anti-Terrorism Training Plan*

Tom Hood, Bureau Chief of the Training Delivery Services Bureau gave a brief report mentioning the expediency with which anti-terrorism courses are being certified, and he also identified several courses which are currently approved. Included in future courses will be the subject of airline security.

In addition, Michael Scott provided a handout describing the COPS Anti-terrorism training seminars which will be presented in four locations throughout the State. The focus of the seminars will be the safety of rank and file/first responders during terrorist attacks.

o Item "K" - *Request to Modify Existing Contract for Santa Rosa Center's Driver Training Mobile Simulator*

The group discussed Item "K" which increases the existing contract with Santa Rosa to provide driver training in a mobile simulator for the additional counties of Del Norte, Humboldt, Mendocino, and Lake. The contract needs to be increased by \$48,240 with the total amount of the contract not to exceed \$86,040 for the period beginning November 8, 2001, and ending June 30, 2002.

MOTION - Waters, second - Williams, carried unanimously that the Advisory Committee recommend approval of Item "K" in conjunction with the recommendation of the Finance Committee. *(Note: The consensus of the Committee is to always support the recommendations of the Finance Committee on fiscal items that are on the Commission's agenda.)*

• Item "L" - *Approval of POST Guidelines and Training on Mentally Ill and Developmentally Disabled*

The State Legislature added Section 13515.25 to the Penal Code requiring the Commission to develop a course for California peace officers responding to persons who are developmentally disabled or mentally ill.

Ray Bray, Bureau Chief of the Training Program Services, distributed copies of the *Field Officer Training Guide* which provides officers information for identifying individuals who may be mentally ill and/or developmentally disabled. The *Guide* was developed by POST Management Fellow Pat Hunton, a lieutenant from the Monterey County Sheriff's Department, in conjunction with subject matter experts. The Committee agreed that

providing the *Guide* to officers at the time of training or as a stand-alone reference document would be beneficial.

Commissioner Art Lopez commended Management Fellow Pat Hunton for her efforts in the design of the mentally ill and developmentally disabled curriculum. Additionally, Commissioner Lopez expressed his appreciation for Pat's assistance and input at his department as members of the agency developed training for advanced officers on this subject.

- Item "M" - *Proposed Recognition Program for Training Institutions Using POST-Trained Instructors*

The POST Instructor Standards Advisory Council has recommended that formal recognition be given Basic Course instructors who have completed instructor development training and to the academies that employ a high percentage of trained instructors.

MOTION - Waters, second - del Campo, carried unanimously to recommend to the Commission to approve the concept of the Recognition Program in conjunction with the recommendation of the Finance Committee.

- Item "N" - *Long Range Planning Committee Report*

Hal Snow provided an update on the development of the Racial Profiling training course.

Commissioner Sampson requested that Commissioners receive copies of the draft Racial Profiling curriculum.

Ken O'Brien, Executive Director, noted that POST has received favorable reviews from the field regarding the telecourse entitled *The Ethical Edge*. Those present requested that copies be sent to them.

ADVISORY COMMITTEE MEMBER REPORTS

California Peace Officers' Association (CPOA)

Woody Williams reported that, after serving six years on the Advisory Committee, he will no longer represent CPOA. He informed those present that Chief Sam Spiegel of the Folsom Police Department will represent CPOA contingent upon Commission approval. Woody mentioned that Chief Spiegel is a Command College Graduate, was a Captain at Corona Police Department for several years, and has been active in statewide law enforcement issues for many years.

Woody highlighted some of the achievements POST made during his tenure on the Advisory Committee: 1) the development of the POST Strategic Plan, along with regular updates, 2) the development and implementation of Regional Skills Training Centers, and 3) the development of the Governor's Award which has encouraged and recognized training. Lastly, Woody stated that during his time on the Advisory Committee he was proud to be associated with individuals who looked at every issue with the desire to achieve goals that would benefit the public.

Executive Director Comments

POST Executive Director Ken O'Brien told those present that he had the privilege of working with Woody Williams throughout his years at POST. Ken noted that he could not think of anyone who has been more instrumental in advancing the professionalism of law enforcement than Woody. Ken thanked Woody for his outstanding contributions to law enforcement.

California Academy Directors' Association (CADA)

Norm told those present that CADA meets quarterly at the POST Consortium; two members represent each academy. Norm commented on behalf of CAAJE that, through a Chancellor's Grant, members had begun rewriting the Core Course AJ curriculum to standardize and improve the curriculum. Norm also mentioned that Hal Snow and Dick Reed were present. Norm stated that he appreciated POST's participation in this endeavor and noted that CAAJE would be meeting again in April to continue with the rewrite.

Public Member

Phil del Campo thanked POST staff for inviting him to the Recruitment Symposium held in Burbank in July. Phil noted that it was informative and helpful.

California Police Chiefs' Association (CPCA)

John Gurney told members that it was a pleasure to be at the meeting and that he is looking forward to working with Advisory Committee members.

California Coalition of Law Enforcement Associations (CCLEA)

Al Waters noted that he appreciated working with Woody Williams on the Advisory Committee and that he would miss working with him.

Al Waters reported that CCLEA would hold its quarterly meeting later in the week.

Al also commended POST staff for the outstanding presentation of the Recruitment Symposium and stated that, as a result of the Symposium, law enforcement personnel is better equipped to deal with the issue of recruitment. Additionally, Al noted that he has the highest respect for what

POST staff and the Commissioners accomplish. Further, Al said he appreciates the opportunity the Advisory Committee offers for members to participate in open dialogue, despite varying viewpoints.

Finally, Al suggested that the Finance Committee Meeting begin at 9 a.m. and that the Advisory Committee Meeting begin at 1 p.m. so Advisory Committee members can make recommendations based upon the availability of funds.

In response to Al Waters' suggestion, Ken O'Brien agreed that the financial issues should come before any of the other agenda items so members are appropriately informed before making decisions. Ken stated that he would discuss the issue with the Commissioners.

(Note: At the Commission meeting on November 8, the Commission agreed that the Finance Committee Meetings will begin at 9 a.m. and the Advisory Committee Meetings will begin at 1 p.m.)

California State Sheriffs' Association (CSSA)

Charlie Byrd wished Woody Williams well.

Additionally, Charlie stated that it is important for members, regardless of affiliation, to work together for the betterment of law enforcement.

In response to Charlie's comments, Commissioners Lopez and Sampson noted that POST Commissioners had recently attended a Team Building Workshop where they were given an opportunity to discuss issues of concern and work toward common goals.

California Organization of Police and Sheriffs (COPS)

Michael Scott reported that the COPS-sponsored Trade Show held in southern California in September was very successful and that the next Trade Show will be held in northern California in the Spring.

California Community Colleges State Chancellor's Office

Leo Ruelas noted that the State Chancellor's Office has allotted funds for participation in future collaborative efforts.

Leo told Woody Williams that he has set the highest standard on the Advisory Committee and that he will miss him.

Peace Officers' Research Association of California (PORAC)

Alex Bernard reported that the PORAC training committee has come out with the 2002 schedule.

Alex also thanked Woody for all the time and effort he has provided California law enforcement and that it has been a pleasure working with him.

COMMISSION LIAISON COMMITTEE REMARKS

Commissioner Joe Flannagan stated that he appreciates hearing the ideas and discussions of the Advisory Committee. Commissioner Flannagan commended members for reaching consensus on issues despite their different backgrounds and philosophies.

Additionally, Commissioner Flannagan noted that he served six years on the Advisory Committee and thanked Woody Williams for his guidance and direction while he served in that capacity. Commissioner Flannagan said that Woody's goal has always been that of bettering law enforcement.

Commissioner Marc Cobb also thanked Woody for his contributions to law enforcement.

Commissioner Pat Boyd said that he likes to attend the Advisory Committee meetings to see what occurs firsthand.

Commissioner Rana Sampson informed everyone that the U.S. Department of Justice- the COPS Office - has now begun issuing the first of 19 problem-oriented publications which focus on specific crime and safety problems. Commissioner Sampson stated that members might want to use the guides in their constituencies.

OLD AND NEW BUSINESS

Election of Advisory Committee Member Officers

MOTION - Williams, second - del Campo, carried unanimously to elect Alex Bernard as Advisory Committee Chairman.

MOTION - Waters, second - Williams, carried unanimously to elect Phil del Campo as Advisory Committee Vice Chairman.

Ken O'Brien informed those present that a statewide hiring freeze will be implemented through June 30, 2003, and that POST has requested, with Commission approval, a waiver. POST finds itself in a difficult situation because POST is entering a period of time when a number of law enforcement consultants (LECs) will begin retiring. Presently, 25 of 34 consultants and bureau chiefs are eligible to retire. Two LECs and one Bureau Chief will retire by year's end, and

another five are expected to retire in the next year when their former agencies adopt the 3% at age 50 retirement formula.

Additionally, Ken stated that POST is attempting to address a long-time recruiting problem. Recently, a letter was sent to DPA Director Marty Morgenstern requesting a meeting to discuss solutions to the ongoing recruitment problem. Ken reported that POST has proposed some solutions to the recruitment crisis but has not met with Mr. Morgenstern yet.

John Gurney suggested that peace officer associations should be informed as to the status of the POST requests made with the Governor and the Department of Finance. If necessary, associations can offer formal support.

MOTION - Waters, second - Williams, carried unanimously that POST inform committee members as to the status of requests made to the Governor and the Department of Finance.

NEXT MEETING

Tuesday, January 29, 2002 - 1 p.m. Governor's Awards Nominations Meeting
Wednesday, January 30, 2002 - 1 p.m. Advisory Committee Meeting
Mission Inn - Riverside

Adjournment: 12:15 p.m.

Respectfully submitted,

Karen Hightower

Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.



FINANCE COMMITTEE MEETING

January 30, 2002 - 9:00 A.M.

Mission Inn Hotel

3649 Mission Inn Avenue

Riverside, CA

AGENDA

COMMITTEE MEMBERS

Gray Davis
Governor

Bill Lockyer
Attorney General

- ✓ James Fox, Chairman
- ✓ Patrick Boyd
- Bud Hawkins —
- Monty Holden
- Art Lopez
- ✓ Rana Sampson
- ✓ Laurie Smith

A. CALL TO ORDER

B. POST's Current Year Budget, Revenue and Expenditure Status

The Committee will review budgeted and actual revenues as well as training volumes through the Second Quarter of Fiscal Year 2001-02. The Second Quarter financial report is Item B. 2 on the Consent Calendar.

A report showing expenditure projections will be provided at the meeting.

C. Review Status of Proposed FY 2002-03 Budget

By the time the Committee meets, the Governor will have presented the proposed budget to the legislature. POST's budget status will be provided at the meeting.

Attachments show three of the Budget Change Proposals approved by the Commission that also were supported by the Department of Finance.



8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The Commission on Peace Officer Standards and Training (POST) is responsible for raising the competence level of law enforcement officers in California by establishing minimum selection and training standards, improving management practices and providing financial assistance to local agencies relating to the training of their law enforcement officers.

SUMMARY OF PROGRAM

REQUIREMENTS		00-01	01-02	02-03	2000-01*	2001-02*	2002-03*
10	Standards	21.9	24.0	24.0	\$4,916	\$6,967	\$6,280
20	Training	41.4	43.7	43.7	33,167	23,866	23,038
30	Peace Officer Training	-	-	-	23,945	31,635	28,834
40.01	Administration	62.6	59.9	60.8	4,818	4,486	5,143
40.02	Distributed Administration	-	-	-	-4,818	-4,486	-5,143
98	State-Mandated Local Programs	-	-	-	8,239	8,481	6,923
TOTALS, PROGRAMS		125.9	127.6	128.5	\$70,267	\$70,949	\$65,075
0001	General Fund				8,259	8,481	6,923
0268	Peace Officers' Training Fund				60,748	61,209	56,893
0995	Reimbursements				1,260	1,259	1,259

10 STANDARDS

Program Objectives Statement

The standards program establishes job-related selection standards for peace officers and dispatchers. It also provides management consultation to local agencies. Activities include development of examinations and counseling local law enforcement agencies on ways to improve management practices.

Applied research is conducted in the areas of peace officer selection and training, operational procedures and program evaluation in order to meet statutory requirements and to provide management guidance to local law enforcement agencies. The program also provides local agencies with information and technical expertise in the development and implementation of new programs.

Authority

Penal Code Sections 13503, 13512, 13513, and 13551.

20 TRAINING

Program Objectives Statement

POST's training program increases the effectiveness of law enforcement personnel by developing and certifying courses that meet identified training needs, by providing scheduling and quality control of such courses, and by assisting law enforcement agencies in providing necessary training and career development programs. POST assesses training on a continuing basis to assure that emerging needs are met. Courses are offered through local community colleges, four-year colleges, universities, police academies, private trainers and training centers. The curricula cover a wide variety of technical and special courses necessary to meet statutorily and Commission established training mandates, maintain effectiveness in police work and address the training needs of recruit, officer, advanced officer, supervisor, manager, executive-level, and other law enforcement agency personnel. Curricula content is updated regularly. The Commission uses proven advanced technologies such as satellite broadcast and computer/video interaction in the delivery of training. POST also presents advanced leadership training for law enforcement supervisors and executives through its Command College and the Supervisory Leadership Institute.

The Commission establishes the basic criteria that must be met by each course in order to obtain POST's certification. Assistance is given to applicable educators and police trainers in preparing and implementing courses and training plans. Evaluation mechanisms are employed to ensure that training instructors and coordinators are adhering to established course outlines and are meeting instruction standards. Failure to meet these standards may cause revocation of course certification.

Job-related selection and training standards for peace officers and dispatchers, established by the Standards Program, are enforced through inspections of local agencies receiving state aid to assure they are adhering to minimum state standards.

Authority

Penal Code Sections 13503 and 13508.

30 PEACE OFFICER TRAINING

Program Objectives Statement

The enforcement of laws and the protection of life and property without infringement on individual liberties are among modern government's most important responsibilities. Carefully selected, highly trained and properly motivated peace officers are important factors in meeting this responsibility. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the selection and training of law enforcement officers, financial assistance is provided to all 58 counties, approximately 346 cities, and numerous specialized districts and local agencies which have agreed to meet POST's standards. Financial assistance to participating jurisdictions is provided for instructional costs associated with selected training courses. Funding is also provided for the cost of student travel and per diem associated with training presentations. Funding is also provided for necessary overtime paid to enable line officers to receive in-service training in areas of critical need.

Authority

Penal Code Sections 13500 to 13523, Health and Safety Code 11489.

For the list of standard (lettered) footnotes, see the end of the Governor's Budget.
* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

PROGRAM BUDGET DETAIL

PROGRAM REQUIREMENTS

10 STANDARDS

State Operations:	2000-01*	2001-02*	2002-03*
0268 Peace Officers' Training Fund.....	\$4,916	\$6,967	\$6,280
0995 Reimbursements.....	-	-	-
Totals, State Operations	\$4,916	\$6,967	\$6,280

PROGRAM REQUIREMENTS

20 TRAINING

State Operations:	2000-01*	2001-02*	2002-03*
0268 Peace Officers' Training Fund.....	\$31,907	\$22,607	\$21,779
0995 Reimbursements.....	1,260	1,259	1,259
Totals, State Operations	\$33,167	\$23,866	\$23,038

PROGRAM REQUIREMENTS

30 PEACE OFFICER TRAINING

State Operations:	2000-01*	2001-02*	2002-03*
0268 Peace Officers' Training Fund.....	\$114	\$116	\$116
0995 Reimbursements.....	-	-	-
Totals, State Operations	\$114	\$116	\$116
Local Assistance:			
0001 General Fund.....	20	-	-
0268 Peace Officers' Training Fund.....	23,811	31,519	28,718
0995 Reimbursements.....	-	-	-
Totals, Local Assistance	\$23,831	\$31,519	\$28,718

PROGRAM REQUIREMENTS

98 STATE-MANDATED LOCAL PROGRAMS

Budget Acts:			
Chapter 246/95-Domestic Violence Arrest Policies and Standards	\$4,820	\$6,781	\$6,923
Totals, Budget Acts	\$4,820	\$6,781	\$6,923
Claims Bills:			
Chapter 723/01-Domestic Violence Arrest Policies and Standards	-	1,700	-
Chapter 177/00-Domestic Violence Arrest Policies and Standards	3,419	-	-
Totals, Claims Bills	\$3,419	\$1,700	-
Totals, Local Assistance	\$8,239	\$8,481	\$6,923

TOTAL EXPENDITURES

State Operations.....	\$38,197	\$30,949	\$29,434
Local Assistance.....	32,070	40,000	35,641
TOTALS, EXPENDITURES	\$70,267	\$70,949	\$65,075

SUMMARY BY OBJECT

1 STATE OPERATIONS

PERSONAL SERVICES	00-01	01-02	02-03	2000-01*	2001-02*	2002-03*
Authorized Positions (Equals Sch. 7A).....	125.9	134.3	133.3	\$7,457	\$8,007	\$8,075
Total Adjustments	-	-	2	-	-	100
Estimated Salary Savings	-	-6.7	-6.8	-	-400	-409
Net Totals, Salaries and Wages	125.9	127.6	128.5	\$7,457	\$7,607	\$7,766
Staff Benefits	-	-	-	1,177	1,450	1,482
Totals, Personal Services	125.9	127.6	128.5	\$8,634	\$9,057	\$9,248
OPERATING EXPENSES AND EQUIPMENT				\$4,669	\$5,276	\$5,519
SPECIAL ITEMS OF EXPENSE (Training Contracts)				24,894	16,616	14,667
TOTALS, EXPENDITURES				\$38,197	\$30,949	\$29,434

* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

RECONCILIATION WITH APPROPRIATIONS

1 STATE OPERATIONS

0268 Peace Officers' Training Fund

APPROPRIATIONS	2000-01*	2001-02*	2002-03*
001 Budget Act appropriation	\$12,045	\$12,841	\$13,508 ✓
Allocation for employee compensation	117	-	-
Adjustment per Section 3.60	-76	293	-
Adjustment per Section 4.00	-	-60	-
011 Budget Act appropriation	20,720	17,861	13,111
Transfer to Item 8120-101-0268 per Provision 2	2,640	-2,801	-
012 Budget Act appropriation	1,556	1,556	1,556
Totals Available	\$37,002	\$29,690	\$28,175
Unexpended balance, estimated savings	-65	-	-
TOTALS, EXPENDITURES	\$36,937	\$29,690	\$28,175
0995 Reimbursements			
APPROPRIATIONS			
Reimbursements	\$1,260	\$1,259	\$1,259
TOTALS, EXPENDITURES, ALL FUNDS (State Operations)	\$38,197	\$30,949	\$29,434

SUMMARY BY OBJECT

2 LOCAL ASSISTANCE

	2000-01*	2001-02*	2002-03*
Grants and Subventions	\$32,070	\$40,000	\$35,641

RECONCILIATION WITH APPROPRIATIONS

2 LOCAL ASSISTANCE

0001 General Fund

APPROPRIATIONS	2000-01*	2001-02*	2002-03*
101 Budget Act appropriation	\$20	-	-
295 Budget Act appropriation (State Mandates)	6,781	\$6,781	\$6,923
Adjustment per Government Code Section 17613	-1,961	-	-
Chapter 177, Statutes of 2000 (State Mandates)	4,706	-	-
Adjustment per Government Code Section 17613	-1,287	-	-
Chapter 723, Statutes of 2001 (State Mandates)	-	1,700	-
Prior year balances available:			
Chapter 574, Statutes of 1999 (State Mandates)	219	-	-
Adjustment per Government Code Section 17613	-219	-	-
TOTALS, EXPENDITURES	\$8,259	\$8,481	\$6,923
0268 Peace Officers' Training Fund *			
APPROPRIATIONS			
101 Budget Act appropriation	\$26,062	\$28,274	\$28,274
Transfer from Item 8120-011-0268 per Provision 1	-2,640	2,801	-
102 Budget Act appropriation	444	444	444
Totals Available	\$23,866	\$31,519	\$28,718
Unexpended balance, estimated savings	-55	-	-
TOTALS, EXPENDITURES	\$23,811	\$31,519	\$28,718
TOTALS, EXPENDITURES, ALL FUNDS (Local Assistance)	\$32,070	\$40,000	\$35,641
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance)	\$70,267	\$70,949	\$65,075

* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

FUND CONDITION STATEMENT
0268 Peace Officers' Training Fund *

	2000-01*	2001-02*	2002-03*
BEGINNING BALANCE.....	\$29,698	\$22,405	\$1,506
Prior year adjustments	-81	-	-
Balance, Adjusted.....	\$29,617	\$22,405	\$1,506
REVENUES AND TRANSFERS			
Revenues:			
125600 Other regulatory fees.....	167	170	170
130700 Penalties on traffic violations	37,159	39,060	37,947
142500 Miscellaneous services to the public	48	50	50
150300 Income from surplus money investments	2,134	1,000	1,000
161000 Escheat of unclaimed checks and warrants	28	30	30
Totals, Revenues	\$39,536	\$40,310	\$39,197
Transfers from Other Funds:			
F00178 Driver Training Penalty Assessment Fund per Section 24.10	14,000	-	18,706
F00001 General Fund Loan per Government Code Section 16351.....	-	5,000	-
Totals, Revenues and Transfers	\$53,536	\$45,310	\$57,903
Totals, Resources	\$83,153	\$67,715	\$59,409
EXPENDITURES			
Disbursements:			
8120 Commission on Peace Officer Standards and Training:			
State Operations	36,937	29,690	28,175
Local Assistance	23,811	31,519	28,718
8100 Office of Criminal Justice Planning (Local Assistance).....	-	5,000	-
Totals, Disbursements	\$60,748	\$66,209	\$56,893
FUND BALANCE.....	\$22,405	\$1,506	\$2,516
Reserve for economic uncertainties	22,405	1,506	2,516

CHANGES IN AUTHORIZED POSITIONS	00-01	01-02	02-03	2000-01*	2001-02*	2002-03*
Totals, Authorized Positions	125.9	134.3	133.3	\$7,457	\$8,007	\$8,075
Proposed New Positions:				Salary Range		
Graphic Designer III.....	-	-	1.0	3,886-4,724	-	51
Librarian	-	-	1.0	3,733-4,535	-	49
Totals, Proposed New Positions	-	-	2.0	-	-	\$100
Total Adjustments.....	-	-	2.0	-	-	\$100
TOTALS, SALARIES AND WAGES	125.9	134.3	135.3	\$7,457	\$8,007	\$8,175

8140 STATE PUBLIC DEFENDER

Program Objectives Statement

The Office of the State Public Defender was established in July 1976 by Chapter 1125, Statutes of 1975, and has offices in Sacramento and San Francisco. The State Public Defender, upon appointment by the court or upon the request of the person involved, may employ deputies and other employees, or may contract with county public defenders, private attorneys, and nonprofit corporations to furnish legal services in capital appeals to persons who do not have the financial means to employ private counsel. The State Public Defender may pay a reasonable sum for legal services provided pursuant to contracts and may also enter into reciprocal or mutual assistance agreements with boards of supervisors of one or more counties to provide for exchange of personnel.

Chapter 869, Statutes of 1997 (SB 513), revised the mission of the State Public Defender. Except for training new attorneys utilizing noncapital cases, the State Public Defender is now required to focus its resources exclusively on post-conviction proceedings following a judgment of death. Pursuant to Chapter 869/97, the State Public Defender is only assigned direct death penalty appeals by the State Supreme Court. Cases involving habeas corpus proceedings are assigned by the Supreme Court to the California Habeas Resource Center or to private counsel.

For the list of standard (lettered) footnotes, see the end of the Governor's Budget.
* Dollars in thousands, except in Salary Range.

**COMMISSION ON POST
FISCAL YEAR 2001-02
EXPENDITURE SUMMARY
(AS OF 1-1-02)**

BUDGET AUTHORIZATION: **\$60,976,000**

EXPENDITURES:

ADMINISTRATION **\$12,841,000**

TRAINING CONTRACTS ITEM **\$15,722,925**

Contracts (Per attached approved list less savings)	13,922,925
Letters of Agreement	1,550,000
Conference Room Rental	250,000

FY 2000-01 CARRY OVER OBLIGATION (\$2.801 million) **(incl below)**

TRAINING REIMBURSEMENTS (Trainees: 76,814) **\$27,594,854**

Subsistence	13,556,057
Commuter meals	1,611,042
Travel	3,883,217
Tuition	4,850,792
Backfill	3,693,746

MUSEUM OF TOLERANCE **\$2,000,000**

Contract	1,556,000
Reimbursements	444,000

Additional Contract Obligations **\$1,949,000**

1. BCP #2-Multimedia Courseware Development	2,150,000
2. BCP #3-Regional Skills Centers	2,600,000
Less: Dept of Finance Approved Redirection	-2,801,000

Contract Items on the January Agenda **\$139,158**

1. Development of Pre-Employment Personality/Integrity Assessment (G)	75,000
2. San Francisco Police Dept for ICI Core Course (H)	64,158
3. FY 2001-02 BCP Expenditures	(incl above)

EXPENDITURES, TOTAL **\$60,246,937**

BALANCE AVAILABLE **\$729,063**

D. Review of New Expenditure Items on the Regular Commission Agenda

Routinely, the Committee reviews matters on the regular agenda that have a fiscal impact and makes recommendations to the full Commission.

- ***Commission Agenda Item G*** Contract Request for Assistance in the Development of Pre-Employment Personality/Integrity Assessment for Peace Officers
- ***Commission Agenda Item H*** Contract with the San Francisco Police Department for the Robert Presley Institute of Criminal Investigation (ICI) Core Course
- ***Commission Agenda Item I*** Proposed Expenditures from FY 2001-02 BCPs
- ***Commission Agenda Item J*** Contract Augmentation for the Management Fellow for the Violence Against Women Act (VAWA) Grant

E. Authorization to Negotiate Contracts for FY 2002-03

Enclosed is a complete list of annually recurring contracts (Attachment "A"). Authorization is requested to negotiate continuation of the contracts in FY 2002-03. Final contract proposals will be presented for Commission action at the April 2002 meeting.

F. ADJOURNMENT

STATE OF CALIFORNIA
BUDGET CHANGE PROPOSAL - COVER SHEET
FOR FISCAL YEAR 2002-03
DF-46 (WORD Version)(REV 3/00)
Please report dollars in thousands.

Department of Finance
915 L Street
Sacramento, CA 95814
IMS Mail Code: A-15

CP # 4	PRIORITY NO. 4	ORG. CODE 8120	DEPARTMENT Commission on Peace Officer Standards and Training (POST)
PROGRAM 40 - Administration	ELEMENT	COMPONENT	

TITLE OF PROPOSED CHANGE

Clearinghouse Librarian

SUMMARY OF PROPOSED CHANGES

To make permanent a Librarian position currently authorized as limited term. The fully established Web-based POST Clearinghouse organizationally located within the POST Library is a result of four years of study conducted by POST staff, customers, Clients and stakeholders. Approved by the POST Commission and incorporated into the department's Strategic Plan the Clearinghouse web address in its third year has become a source of timely and accurate information with an average of 25,000 page requests monthly.

REQUIRES LEGISLATION <input type="checkbox"/> YES <input type="checkbox"/> NO	CODE SECTION(S) TO BE AMENDED/ADDED	BUDGET IMPACT—PROVIDE LIST AND MARK IF APPLICABLE <input type="checkbox"/> ONE-TIME COST <input type="checkbox"/> FUTURE SAVINGS <input type="checkbox"/> FULL-YEAR COSTS <input type="checkbox"/> REVENUE <input type="checkbox"/> FACILITIES/CAPITAL COSTS	
PREPARED BY Paul M. Harman	DATE 09-13-01	REVIEWED BY	DATE
DEPARTMENT DIRECTOR Kenneth J. O'Brien	DATE 09-13-01	AGENCY SECRETARY N/A	DATE

IF PROPOSAL AFFECTS ANOTHER DEPARTMENT, DOES OTHER DEPARTMENT CONCUR WITH PROPOSAL?

☐ YES ☐ NO

ATTACH COMMENTS OF AFFECTED DEPARTMENT, SIGNED AND DATED BY THE DEPARTMENT DIRECTOR OR DESIGNEE.

FOR INFORMATION TECHNOLOGY REQUESTS, SPECIFY THE DATE SPECIAL PROJECT REPORT (SPR) OR FEASIBILITY STUDY REPORT (FSR) WAS APPROVED BY DOIT.

DATE PROJECT # FSR ☐ OR SPR ☐

DOF ANALYST USE
(ADDITIONAL REVIEW)

CAPITAL OUTLAY ☐ TIRU ☐ FSCU ☐ OSAE ☐ CALSTARS ☐

STATE OF CALIFORNIA
BUDGET CHANGE PROPOSAL - FISCAL DETAIL (DF 46, REV 5/98)

STATE OPERATIONS (Dollars in Thousands)

DEPARTMENT: Commission on POST
 PROGRAM: 40 - ADMINISTRATION
 ELEMENT:
 BCP No.: 4

ORG. CODE: 8120

DATE: 9-13-01

TITLE OF PROPOSED CHANGE: Clearinghouse Librarian

	PERSONNEL YEARS		CURRENT	BUDGET
	CY	BY	YEAR	YEAR
TOTAL SALARIES AND WAGES ¹	0.0	1.0	\$0	\$49
SALARY SAVINGS		-0.1	\$0	-\$2
NET TOTAL SALARIES AND WAGES	0.0	0.9	\$0	\$47
STAFF BENEFITS ²			\$	\$10
TOTAL PERSONAL SERVICES	0.0	0.9	\$0	\$57
OPERATING EXPENSES AND EQUIPMENT ³				
GENERAL EXPENSE			\$0	\$7
PRINTING				1
COMMUNICATIONS				2
POSTAGE				
TRAVEL-IN STATE				4
TRAVEL-OUT OF STATE				
TRAINING				1
FACILITIES OPERATIONS				
UTILITIES				
CONSULTING & PROFESSIONAL SERVICES: INTERDEPARTMENTAL ³				
CONSULTING & PROFESSIONAL: EXTERNAL ³				
CONSOLIDATED DATA CENTERS:				
HEALTH AND WELFARE CENTER				
STEPHEN P. TEAL DATA CENTER				
DATA PROCESSING				
EQUIPMENT ³				
DEBT SERVICE				
OTHER ITEMS OF EXPENSE: (SPECIFY)				
TOTAL OPERATING EXPENSES AND EQUIPMENT			\$0	\$15
SPECIAL ITEMS OF EXPENSE ⁴			\$	\$
TOTAL STATE OPERATIONS EXPENDITURES			\$0	\$72
SOURCE OF FUNDS	APPROPRIATION			
	ORG	REF	FUND	
GENERAL FUND				\$
SPECIAL FUNDS	8120	001	0268	\$72
FEDERAL FUNDS				\$
OTHER FUNDS (SPECIFY)				\$
REIMBURSEMENTS				\$

TOTAL STATE OPERATIONS				\$0	\$72
Fiscal Detail (Continued)					
LOCAL ASSISTANCE (Dollars in Thousands)					
SOURCE OF FUNDS	APPROPRIATION				
	ORG	REF	FUND		
GENERAL FUND				\$	\$
SPECIAL FUNDS	8120	101	268	\$	\$
FEDERAL FUNDS				\$	\$
OTHER FUNDS (SPECIFY)				\$	\$
REIMBURSEMENTS				\$	\$
TOTAL LOCAL ASSISTANCE				\$0	\$0
TOTAL STATE OPERATIONS AND LOCAL ASSISTANCE				\$0	\$72
DETAIL OF SALARIES AND WAGES					
	POSITIONS		SALARY/RANGE	AMOUNT (\$ in 000s)	
CLASSIFICATION⁵	CY	BY	(Whole Dollars)	CY	BY
Librarian	0.0	1.0	\$3733-4535	\$0	\$49
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
TOTAL SALARIES AND WAGES	0.0	1.0	\$0-\$0	\$0	\$49
STAFF BENEFITS DETAIL (Whole Dollars)					
		%		CY	BY
OASDI		6.2		\$	\$3
HEALTH INSURANCE		8.36			4
RETIREMENT ⁶		4.166			2
WORKERS' COMPENSATION					
INDUSTRIAL DISABILITY LEAVE					
NON-INDUSTRIAL DISABILITY LEAVE					
UNEMPLOYMENT INSURANCE					
OTHER - MEDICARE		1.45			1
TOTAL⁷		20.176		\$0	\$10

SUPPLEMENTAL INFORMATION (DF 46, REV 5/98)					
DEPARTMENT: Commission on P.O.S.T.					
BCP No. 4					
DATE: 9-13-01					
(Dollars in Thousands)					
			CURRENT YR.	BY	BY + ONE
PROPOSED EQUIPMENT					
TOTAL			\$0	\$0	\$0
PROPOSED CONTRACTS (BOTH EXTERNAL AND INTERDEPARTMENTAL)					
TOTAL			\$0	\$0	\$0
ONE-TIME COSTS					
TOTAL			\$0	\$0	\$0
FUTURE SAVINGS					
TOTAL			\$0	\$0	\$0
FULL-YEAR COST ADJUSTMENTS					
TOTAL			\$0	\$0	\$0

ADDITIONAL ADJUSTMENTS OR INFORMATION (Use this space for any other supplemental information.)

A. NATURE OF REQUEST

The purpose of this BCP is to budget for a permanent, full-time librarian position to complete the goals established by Strategic Plan for the Clearinghouse and to provide maintenance of the electronic Clearinghouse site on POST's web page. The librarian position, as did the AGPA position, would continue to fall under the Information Services Bureau (ISB), however, it has been moved organizationally into the POST Library function within ISB.

Initially the Clearinghouse function was staffed by a two-year limited term AGPA position commencing in FY 1998-99. Limited-term staffing was approved to determine the workload and justification for establishing future permanent staffing. Still in its developmental stages, approval for an additional two-year term was granted to continue with on-going work and maintenance of information on the website. This two-year term ends June 30, 2002.

The 1998-99 Budget Act authorized the establishment of a web-based Clearinghouse for the Commission on POST. The purpose of the Clearinghouse was to electronically provide easy-and-quick access to information on a multitude of law enforcement subjects, and make access available to California peace officers, approximately 86,000 total. In the early developmental stages, representatives from law enforcement, POST staff, professional librarians, and academicians defined the structure of the Clearinghouse. Although some of this structure has been accomplished, completion of the project still remains a major goal of the Commission on POST and continues to be part of its Strategic Plan.

B. BACKGROUND

In October 1998, an AGPA position was filled to staff the Clearinghouse function. During the first two-year limited term assignment a great deal of groundwork was laid for the development of the Clearinghouse. This included planning, seeking input for structure, gathering identified and desired resources/information, establishing site maintenance procedures, etc. In 2000, a two-year limited term extension was granted to continue the work on development and maintenance.

Due to internal organizational changes and expansion of POST's library when we moved to new and larger quarters, there was a need to upgrade POST's Librarian position to a Supervising Librarian position. This was approved by DPA with the stipulation that the AGPA Clearinghouse position be reclassified from AGPA to Librarian when the first two-year term of the AGPA was completed. The Supervising Librarian position was approved and the AGPA position, now reclassified to Librarian, was organizationally moved to fall under the supervision of the Supervising Librarian. At this time, the Clearinghouse became a function of the library. DPA expressed that the duties and requirements for the Clearinghouse function were more in accordance with a librarian classification.

In December 2000, POST lost the incumbent in the AGPA position upon expiration of the first budgeted two-year limited term. The fact that the position was changed to limited term Librarian made recruitment difficult because initially there was no State eligibility list to pull from, and there was a nationwide shortage of librarians (see attached articles).

The vacancy of the Clearinghouse position has had a direct effect on the project. Without staffing, additional information or resources were not added and completion of the objectives of the Strategic Plan Clearinghouse goal could not move on schedule. Additionally, the vacancy had a crippling effect on the Clearinghouse web site because much of the information became outdated with no staff to maintain the site. The Clearinghouse, once the third most visited section on the POST web site, suffered

a great reduction in number of hits which declined from an average 48,000 a month in year 2000 to 25,000 a month in year 2001. Additionally, some features of the site are interactive, where peace officers can forward questions to the Clearinghouse website manager, and in turn, receive answers to their questions. Without staff to manage the site, this feature disappeared and is only now being re-established by the present limited term Librarian.

The 1999 Strategic Plan established the following objectives as part of the "Establish a Clearinghouse" goal:

- E.1 Optimize the field's access to the POST library within the limits of POST's resources.
- E.2 Expand referrals for research, networking, information exchange and law enforcement technical assistance.
- E.3 Serve as a single point of contact, accessible 24 hours a day for linkages with multiple databases.
- E.4 Identify and record model (commendable) programs and procedures from the field for inclusion in the clearinghouse.
- E.5 Provide early warning research, including "white papers" that highlights critical emerging futures issues.
- E.6 Establish a User Committee to advise that the clearinghouse is meeting the needs of law enforcement on a continuing basis
- E.7 Implement a program to optimize the field's use of the Clearinghouse, as well as the level and quality of contributions from the field
- E.8 Automate the functions and services of the Clearinghouse

Although much work has been accomplished on the above objectives, there is still a great deal of work to complete and maintenance will be an on-going workload. This will be described in greater detail in the "Justification" section.

C. STATE LEVEL CONSIDERATIONS

In accordance with the Government and Penal Codes, POST is responsible for the standards and training of more than 90,000 law enforcement personnel in California. Through its Library and web site client services, POST is committed to providing every means of support to these peace officers and law enforcement support personnel through making available research material, white papers, databases, Command College papers, model programs, as well as, the books and journals in the POST collection. Library personnel respond to mail, e-mail, and telephonic requests for information from our clients. Responses are returned electronically whenever possible to speed transmission of the information and conserve paper and mailing costs.

D. FACILITY/CAPITAL OUTLAY CONSIDERATIONS

No capital needs to be expended. An office was built and furnished, and computer equipment was purchased with funds allocated for the remodel and refurbishing of the POST Library and it is used by the limited term position.

E. JUSTIFICATION

California's peace officers need access to information sources concerning law enforcement operations and management. Making this available is a complex and time-consuming task as many of these resource materials are not found in other state libraries, universities or commercial databases. POST manages a highly specialized library with an extensive collection of law enforcement related materials. The POST law enforcement periodical collection contains more than 35,000 issues (some dating back to the 1950s) with more than 29,000 of the articles indexed for retrieval. There are 8,000 law enforcement-related books and documents in the POST collection. It will challenge POST Library staff to continue to provide services to the 86,000 California peace officers with the library's limited personnel resources. Once the entire framework for the Clearinghouse is in place, the Clearinghouse Coordinator Librarian will provide necessary routine maintenance, organize, catalog and index materials and assist the Supervising Librarian and Library Technician in responding to inquiries from more than 86,000 additional users.

POST is requesting establishment of a permanent, full-time position of Librarian to support the ongoing development and maintenance of the POST Clearinghouse. The filled limited term position needs to be permanent if the Clearinghouse, established by POST's Strategic Plan, is to survive as a viable and credible information site for California's law enforcement population.

The duties of the Librarian are defined as follows:

1. In accordance with objective E.1, develop a new function of the Clearinghouse web site which would make POST Library databases available to California's law enforcement population. This would entail adding new books to the library's card catalog, abstracting and indexing articles from over 200 magazine subscriptions. Working with the POST Webmaster to add the card catalog and magazine index to the POST database.
2. In accordance with objective E.2, continue to identify and expand referrals for research, networking with the library community, information exchange and law enforcement technical assistance. Conduct meetings with POST stakeholders to obtain new input relating to information needs that have not yet been identified and established. Format information to be added to Clearinghouse website or work with the technical staff to accomplish this. Developing information for the site will require extensive writing and use of Internet software to create web pages.
3. In accordance with objective E.3, this position will serve as the single point of contact for all e-mails submitted to the Clearinghouse "coordinator." Develop responses to e-mail when required and/or seek information from subject matter experts to respond appropriately. When necessary, provide referrals for additional information on subject of e-mail.
4. In accordance with objective E.4, a section titled, "Flagships" was established on the Clearinghouse web site. "Flagships" is designed to provide information on a variety of successful law enforcement agency programs. The goal for this site is two-fold, first to recognize those law enforcement agencies with outstanding programs in a variety of areas and second, in a secured electronic bulletin board area called Flagships Network, to provide information to other agencies researching or interested in adapting similar programs. This site is always in a state of flux and

falls under the duties of the librarian to maintain. Maintenance includes, but is not limited to, monitoring who can access the Flagships Network area, monitoring the information traffic for inappropriate material, and determining when to deny access from the Network when individuals leave the field of law enforcement.

5. In accordance with objective E.5; research the latest information on high-profile topics that will assist law enforcement in obtaining "early warning" information on topics they might be interested in, e.g., grants for law enforcement, recalls of police equipment, innovative equipment, available surplus materials, etc. Currently the Flagship Network has 73 conferences where continuous research must be conducted. Continually add "white papers" obtained from POST's Program that frequently discuss emerging issues.
6. In accordance with objective E.6, facilitate the user committees meetings. Includes preparing agendas, handouts, and meeting minutes. Develop and prepare reports when requested by user committee members. Currently there is an internal user committee and an external user committee. The external committee includes agency representatives across California and ranks that cover all levels of peace officers.
7. In accordance with objective E.7, develop various methods of marketing the Clearinghouse to its audience. Maintain responsibility for the POST booth that is placed at recruitment fairs, symposiums, conferences, etc. Attend these venues and promote the Clearinghouse.
8. In accordance with objective E.8, in automating the functions and services of the Clearinghouse coordinate with the Supervising Librarian to ensure proper library management and cataloging in an electronic environment. Examine and synopsise Clearinghouse reference links to improve their usefulness. Convert library materials and POST publications, e.g. command college papers, to digital format for inclusion on POST website.

The Strategic Plan was updated for 2001/2002 and now includes new objectives relating to the Clearinghouse and POST Library. These new objectives follow:

C.3 "Establish electronic POST Library and Clearinghouse Information Services by January of 2003."

C.3 lists these performance measures: Establish an electronic card catalog available to POST staff via the Internet; Contract with a commercial vendor to provide staff with access to electronic databases via the Internet; Distribute electronic "Table of Contents" for journal and magazines to POST staff; establish an electronic delivery of journal articles to POST staff and clientele; Evaluate staffing needs; Maintain a Users Committee.

C.4 "Develop a system to provide early warning information on critical emerging issues by January 2003."

C.4 list these performance measures: Develop and implement "current awareness" program for staff and clientele. By the time the limited term position expires, more information will be available.

As a result of the 2001/2002 Strategic Plan these additional duties have been added:

Assisting the Supervising Librarian with developing bids and contracts to obtain a commercial vendor to provide staff with access to electronic databases via the Internet. Establish electronic delivery of journal articles to POST staff and clientele.

Additional duties not related to the Strategic Plan objectives require this position to be an acting supervisor in the absence of the Supervising Librarian.

Since 1975, the Library has been staffed with a Senior Librarian and Library Technician. At the time of the initial staffing, POST had 88.5 permanent personnel. Today POST has grown significantly in its responsibilities and these two people are unable to meet all of the information needs of the Commission and 135 POST staff without this position, students and other staff assisting with the workload. Now that the Strategic Plan has established the Clearinghouse and has given 86,000 California law enforcement officers full awareness of library resources at POST and eventually 24/7 Internet access, additional library staff is needed to meet these information needs. See Duty Statement, Attachment A and Clearinghouse Librarian Task Workload Chart, Attachment B.

F. ANALYSIS OF ALTERNATIVES

1. Do nothing. - If the limited term librarian position expires as scheduled, POST will be able to provide only a limited, web site-based referral service and much of what has been accomplished would have to be shut down. Implementation of a Clearinghouse service, as described in the POST Strategic Plan, would not be possible without redirecting resources from other programs
2. Approve a fully budgeted, permanent fulltime librarian position as proposed. As described in this BCP, approval is vital if the Commission's goals are to be realized.

G. TIMETABLE

July 1, 2002

H. RECOMMENDATION

Establish the Clearinghouse Librarian on a permanent full-time budgeted basis as proposed in Alternative #2.

Duty Statement

Date: October 6, 2000

Working Title: Librarian

Employee name:

Classification: Librarian

CBID Designation: R21

Work Unit: Information Services Bureau, Administrative Division

Reports to: Supervising Librarian II

Function

Manages the Clearinghouse operation of the POST Library, a specialty Internet resource focusing on law enforcement and community issues affecting law enforcement. Duties include: maintenance and enhancement of the Clearinghouse Website, reference and research assistance, technical services (cataloging, indexing), and networking.

Key Work Assignments

40% Library/Clearinghouse website

- Maintains current Clearinghouse Internet links and add additional links as needed, notifying staff regarding new internet publications, on-line databases, bulletin boards or resources
- Manages the Flagship Network membership, screen applications and approve new memberships
- Assists in the migration of the Library card catalog database to a web based system
- Monitors incoming requests to alert staff and clients to new and emerging trends

25% Technical Services and Collection Development

- Maintains an expertise in the Internet World Wide Web and other information networks and technology for possible integration into Clearinghouse programs and services
- Catalogs new Library materials into the electronic POST Library card catalog, using Library of Congress classification system or original cataloging principles
- Reviews and recommends additions to the Clearinghouse informational resources as well as reviews and indexes periodicals for inclusion in the POST Library database

15% Reference and Research Assistance

- Provides reference and research assistance to Clearinghouse website generated requests either by directing the questions to the appropriate staff or by providing literature searches on Library databases
- Trains staff and instructs visitors in use of the Clearinghouse resources

10% Administrative Functions

- Develops policies and procedures regarding the maintenance of the Clearinghouse website
- Chairs the internal and external Clearinghouse committees
- Participates in the POST Internal Library User Committee meetings
- Participates in planning, development and implementation of strategic plan objectives

10% Networking

- Participates in workshops, conferences, and meetings with other library professionals

Clearinghouse Librarian Task Chart

Please refer to the chart below for average times to complete specific tasks.

E-mail requests are covered on page 2, under Reference and Research Assistance.

<p>Library/Clearinghouse website 40%</p>	<p>Maintains current 1182 Clearinghouse links. Requires checking each link to ensure it is still valid and if not, researching to find a new link or removing the old one. After validation, Microsoft FrontPage software is used to update the files with the additions and deletions. The updated files are then given to the Webmaster to upload the files to the Teale data center.</p> <p>Adds new links as requested by POST staff or Clearinghouse committees.</p> <p>Designs new Clearinghouse webpages in conjunction with the Webmaster and Graphic Artist</p> <p>Manages current Flagship Network secure bulletin board membership of 219. Daily, monitors messages posted by members, posts items of interest, adds/deletes conferences, verifies email addresses yearly.</p> <p>Approve new memberships (up to a total of 86,000 given a 5% increase per year). Each officer needs to be cleared through the internal POST databases to insure that only active duty sworn officers are allowed access. After addition to the Network, a welcome email with instructions is sent to each officer.</p> <p>Assists in the migration of the Library card catalog to a web-based system.</p> <p>Monitors incoming requests to alert staff and clients of new and emerging technologies by subscribing to criminal justice related discussion lists and alerts and then passing along the information to appropriate staff</p>	<p>To Maintain Links: 1182 @ 10 min. = 197 hr.</p> <p>Additional Links: 25 @ 1 hr. = 20 hr.</p> <p>205 hr.</p> <p>Maintain: 48 hr.</p> <p>Approve & add: 860 @ 5 min. = 72 hr.</p> <p>160 hr.</p> <p>30 min/day = 130 hr.</p>
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Attachment B

Technical Services and Collection Development 25%	<p>Cataloging new and existing library materials using OCLC (worldwide electronic card catalog), downloading cataloging records, editing the electronic record for importation into the POST card catalog. Preparing labels, pockets & checkout cards, attaching them to the books, and shelving the items.</p> <p>Indexes journal articles from each journal/magazine received in the POST Library for input into the article database. This requires entering the author(s), title of each article, journal name, issue number, volume number, page(s) number(s), abstracts, and assigning subjects and URLs to each record.</p>	<p>560 books @ 45 min. = 420 hr.</p> <p>600 @ 10 min. = 100 hr.</p>
Reference and Research Assistance 15%	<p>Reference questions: Answers email and phone requests for POST information. Provides the information, refers it to the proper POST Bureau, or locates the POST staff member that can answer the question. (Please see attached for examples of questions submitted to the CLEARINGHOUSE.)</p> <p>Provides the peace officers from the various classes below with literature searches as requested. When the officers return a request for articles from the literature searches, locates the journal/magazine issue, scans the articles from the journal/magazine, proofs the scan for quality, saves it as a file, then attaches it to an email back to the officer and reshelves the journal issue. There are a maximum of 1122 officers that may enroll in these classes. The average article request is 25 articles. (Please see attached literature searches and requests for articles.)</p> <p>Training: (involves travel to various POST sponsored classes and overnight stays) to train peace officers on Library and Clearinghouse resources at the Command College, Sherman Block Supervisory Leadership Institute, Management Course, Labor Management Institute, Executive Development Course, Master Instructor Course.</p>	<p>252 requests @ 30 min. = 126 hr.</p> <p>54 students @ 4 hr. = 216 hr.</p> <p>12 days @ 8 hr. = 96 hr.</p>
Administrative Functions 10%	<p>Chairs the internal and external Clearinghouse Committees: prepare agendas, packets, presentations, arrange for meeting location, transportation and reimbursements</p> <p>Participates in planning, development and implementation of Strategic Plan objectives.</p>	<p>Internal: 8 days @ 8 hr. = 64 hr.</p> <p>External: 16 days @ 8 hr. = 128 hr.</p> <p>Objectives: 16 hr.</p>
Networking 10%	<p>Participates in workshops, conferences, and meeting with other library professionals: Special Libraries Association meeting, Sierra Valley Library Network, Sacramento Association of Health Sciences Libraries</p>	<p>26 days @ 8hr. = 208 hr.</p>
	Total	2,206 hr.

JUNE 12, 2000

Where have all the librarians gone?

They've gone to dot coms, one by one

By Mary Lord

Checked out a school library lately? You may be in for a shock. Creaky old card catalogs have given way to computers; massive rows of encyclopedia volumes have dwindled into single CD-ROMs or disappeared into online databases. And while books still abound, it's getting harder and harder to find that other familiar fixture: a qualified librarian (now known as a "media specialist").

For a century, school libraries have been nurturing young minds and broadening the public's horizons. But low pay, coupled with increased workloads, has rocked what industrialist Andrew Carnegie called "democracy's cradles." As the Information Age roars into high gear, and as new studies have found a compelling link between academic achievement and strong school libraries, the keepers of America's repositories of knowledge are bailing out. By 2005, researchers project a need for nearly 25,000 media specialists.

Long time passing. Some were eliminated in budget cuts, along with bus drivers and custodians. Many others have jumped—like their peers in public libraries—to lucrative perches as corporate information specialists or dot-com data sleuths. "Many library-science students are getting much better job offers from private companies," says Philip Turner, dean of the library science school at the University of North Texas.

Retirement is thinning the ranks as well. Pennsylvania, for example, expects to pension off nearly a third of its school librarians over the next five years. While the shortage is most acute in urban schools, where lower pay and poorer facilities make recruiting difficult, even more-affluent districts feel the pinch. Plano, Texas, public schools, for instance, limped through an entire school year with two vacancies, and Kansas's acclaimed Blue Valley School District—whose libraries were twice voted best in the country—now must lure media specialists with \$1,000 signing bonuses.

Even then, it's a hard sell. "The job's too hard," says American Association of School Librarians President M. Ellen Jay, the media specialist at Damascus Elementary School in Maryland. She cites a nearby district where only four teachers among thousands accepted the county's offer of free library-science school tuition. "Why leave [a job] where you are responsible for one grade or content area to master all manner of topics and all manner of technologies—for the same teacher's salary?"

LIBRARIES IN L.A. CIRCLES A NOVEL EXPANSION PROBLEM

■ **Reading:** City libraries are enjoying a boom, but many veteran staffers are retiring and young ones are lured by opportunities in the private sector.

By SUE FOX
TIMES STAFF WRITER

A decade after Los Angeles slashed spending amid a recession, libraries seem to be back at the top of the city's bestseller list.

The proposed budget would boost library spending to a record \$68 million to help pay for expanded hours and thousands of new books. The city undertook a major library construction program, building five libraries and renovating 30 branches. But beneath this bibliophilic boom is a disturbing trend that grates like a stray whisper in a hushed room: Los Angeles is facing a vexing shortage of public librarians. Building more libraries and increasing hours of operation only worsens the crunch.

Driving the librarian shortage are enough overlapping subplots to fill a novella. Nationally, the supply of librarians is falling far short of the rising demand. At one end of the pipeline, the ranks of library school graduates have increased only slightly over the past decade; at the other, legions of gray-haired librarians are ready to retire.

And in an information age, graduates trained in library science often command fat salaries at World Wide Web design companies or other businesses hungry for info-savvy workers. The competition for new hires has become so fierce that once-sedate library job conferences have morphed into virtual "meat markets," in the words of one young librarian.



GARY FRIEDMAN / Los Angeles Times

Jack Zafran is a librarian for the Fairfax branch, which has expanded from 40 to 52 hours.

Last June, employers posted more than 1,000 openings at the annual conference of the American Library Assn., but only 481 job-seekers showed up.

The shortfall is most glaring at large, urban libraries like the 67-branch system in Los Angeles, which serves 3.8 million people. The Los Angeles Public Library

suffers from high attrition and a 17% vacancy rate among entry-level librarians—not to mention that more than a third of its 340 librarians are near retirement.

"It's a nationwide problem," said Alonzo Clark, who leads recruitment for the Los Angeles Public Library. "I don't really see any relief to the problems the city is facing for the next three to five years."

The city can barely keep up with the turnover in its stacks. Los Angeles hired 93 entry-level librarians over a recent two-year period—but lost 92 to retirement and other forms of attrition during the same stretch, according to a City Council report. There are more than 40 vacancies for rank-and-file librarians.

"We're trying to keep our heads above water," said Roy Stone, head of the Librarians' Guild, the union representing city librarians.

The situation is similar at the Los Angeles County Public Library, where 30 of 280 librarian positions are vacant. The high cost of living in Southern California hampers recruiting efforts, said county library spokeswoman Nancy Mahr.

On a recent night at the city's Fairfax branch library, patrons hovered around the reference desk, waiting for help. One girl wanted to print out an image of a sharecropper for a school assignment. A man was trying to reserve books online, but the computer wouldn't cooperate. "Could I get your help over here?" he called to a librarian.

There were two librarians working behind the desk. Stone and his co-worker Jack Zafran. Both of their shifts had already ended, but both were still on duty.

Zafran had someone on the phone. Please see LIBRARY, A9

LIBRARY: Expansion Drama

Continued from A8

telephone, a high-school kid looking for the CliffsNotes version of "The Pearl," plus an elderly man standing beside his desk, waiting for help tracking down a book on Cuba. Two schoolgirls in pleated skirts leaned against a bookcase, not sure where to find information on diabetes. A young woman who wanted to use the Internet—a popular request at city libraries—joined the crowd.

It's been six weeks since the Fairfax branch expanded its service from 40 to 52 hours per week. The branch added an extra part-time librarian, but has yet to fill an opening for a part-time clerk. The proposed city budget would expand hours at 16 more libraries, restoring cuts made in the early 1990s amid a recession.

"We're open all these extra hours, but it comes at a price," said Children's Librarian Laurie Reese. "We're being stretched very thin."

Susan Kent, the head librarian at the Los Angeles Public Library, said the city is working hard to hire more librarians. The library added a recruiter to its team of two and plans to set aside \$50,000 to help pay moving expenses for new hires.

"You can build a really terrific career here as a new librarian," Kent said.

The starting pay for Los Angeles librarians—\$38,460 a year—is comparable to other libraries, according to a statewide survey. The city's entry-level salaries ranked fifth out of 13 large library systems in California, and after five and a half years of service, Kent said, pay can jump to \$53,500 a year.

But many trained librarians aren't drawn to work in public libraries. To hear some librarians tell it, either you have that inborn zest for public service or you



GARY FRIEDMAN / Los Angeles Times

Librarian Jack Zafran, left, helps patron at Fairfax branch library.

don't. The library-literate may be wizards of data management, but not everyone wants to help fifth-graders dig up material on the American Revolution.

"You've got to have that public service, altruistic thing really embedded, because there's not much reward," said Lynn Boyden, a recent graduate of UCLA's library program. "You do get that warm, fuzzy glow from helping people find what they're looking for. But I'm not one to answer the question 'Where's the bathroom?' 47 times a day."

Instead, Boyden landed a \$85,000-a-year job designing Web site applications for a New York-based company. A UCLA classmate, Stacey McKeever, now works for Disney, archiving digital images for an online database.

"I never had any desire to go into public libraries," said McKeever, who earns \$53,000 annually. "I wanted to make money."

The Los Angeles Public Library hires only librarians with master's degrees in library science, although clerical workers and other assistants help staff the system. The number of MLS graduates has increased over the past decade, from about 4,000 to

4,500, even though the number of accredited schools has dropped.

The modest gain in new grads, however, has been tempered by the thousands of baby boomer librarians heading for the exits. About 22% of the nation's 191,000 librarians will turn 65 in the next decade, and thousands more are retiring early, said Jim Matarazzo, who keeps track of such things as dean of the Simmons College Graduate School of Library and Information Science in Boston.

Recognizing the need for fresh blood, the American Library Assn. has launched a five-year campaign to promote libraries as cool places to work. "Can you say Dynamic?" asks one publicity piece.

"The old image is that woman with gray hair in a bun and glasses around her neck," said Sarah Long, the association's past president.

"The new librarian is really a swinging person, because he or she can manage information and that's an incredible skill in today's world. I mean, who among us hasn't done an Internet search and gotten 5,486 hits?" she said. "But a librarian knows how to find that precise bit of information you need."

CLINIC

Continued from A8
pital where he died.

Police closed their investigation into the boy's death, after the coroner's office ruled it was caused by a heart condition.

The boy's death had been of particular interest to authorities because, records and interviews show, there was strong suspicion that it could have resulted from neglect or medical malpractice.

Det. Kelly Martinelli of the LAPD's child abuse unit said police were called into the case after the boy was taken to Childrens Hospital and doctors there voiced concern at the reported number of medications the boy was taking.

With no medical records suggesting a heart problem and nothing clearly wrong with the boy's heart during an autopsy, Martinelli said, it was not immediately obvious why the boy died.

The coroner's office said the death was first reported as a possible overdose of the antipsychotic drug Haldol. Further tests concluded the child died from a heart infection known as myocarditis. And the suspicions of a drug overdose, Martinelli said, were not substantiated by a toxicology report that found only trace amounts of Tegretol, a medication prescribed for seizures as well as mood disorders.

In addition to that case, LAPD Lt. Gregory A. Correa said a check of records at the Van Nuys Division found that officers filed 24 crime reports involving hospital patients and staffers during the last eight months of 2000. The cases—all now closed—included allegations of sexual assault, misdemeanor battery, petty theft and vandalism.

Correa said records show that five sexual assaults and four batteries resulted in arrests. But, he said, it was unclear who was arrested and whether any of the cases were ever prosecuted.

Meanwhile, Isabella Rovegno said Friday that she still believes her son's death was preventable.

"I am not going to say my son didn't have problems," she said. "But he was a great kid . . . and I never want that place to reopen."

STATE OF CALIFORNIA
BUDGET CHANGE PROPOSAL - COVER SHEET
FOR FISCAL YEAR 2002-03
DF-46 (WORD Version)(REV 3/00)
Please report dollars in thousands.

Department of Finance
915 L Street
Sacramento, CA 95814
IMS Mail Code: A-15

CP # 5	PRIORITY NO. 5	ORG. CODE 8120	DEPARTMENT Commission on Peace Officer Standards and Training (POST)
PROGRAM 40 - Administration	ELEMENT	COMPONENT	

TITLE OF PROPOSED CHANGE
Graphic Designer III

SUMMARY OF PROPOSED CHANGES

Request for one additional, permanent, full time Graphics Designer III (GD) position for the Commission on Peace Officer Standards and Training (POST), Information Services Bureau (ISB). This position will be responsible for the overall look and design of POST's printed materials and web-based publishing. This position will be funded through a redirection of existing resources.

In addition, this position will manage and support all facets of design and production for the agency's internal and client-based needs, including training materials, web-based publishing, forms design, brochures, reports, manuals, newsletters, and various support materials as needed that make use of high-end and full-color graphics capabilities.

Other responsibilities will include managing support staff, production schedules, software upgrades, vendor contacts, and print materials and supplies.

REQUIRES LEGISLATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CODE SECTION(S) TO BE AMENDED/ADDED N/A	BUDGET IMPACT—PROVIDE LIST AND MARK IF APPLICABLE <input type="checkbox"/> ONE-TIME COST <input type="checkbox"/> FUTURE SAVINGS <input checked="" type="checkbox"/> FULL-YEAR COSTS <input type="checkbox"/> REVENUE <input type="checkbox"/> FACILITIES/CAPITAL COSTS
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PREPARED BY Paul Harman	DATE 9/10/01	REVIEWED BY	DATE
DEPARTMENT DIRECTOR Kenneth J. O'Brien	DATE 9/11/01	AGENCY SECRETARY N/A	DATE

IF PROPOSAL AFFECTS ANOTHER DEPARTMENT, DOES OTHER DEPARTMENT CONCUR WITH PROPOSAL?

☐ YES ☐ NO

ATTACH COMMENTS OF AFFECTED DEPARTMENT, SIGNED AND DATED BY THE DEPARTMENT DIRECTOR OR DESIGNEE.

FOR INFORMATION TECHNOLOGY REQUESTS, SPECIFY THE DATE SPECIAL PROJECT REPORT (SPR) OR FEASIBILITY STUDY REPORT (FSR) WAS APPROVED BY DOIT.

DATE PROJECT # FSR ☐ OR SPR ☐

DOF ANALYST USE
(ADDITIONAL REVIEW)

CAPITAL OUTLAY ☐ TIRU ☐ FSCU ☐ OSAE ☐ CALSTARS ☐

STATE OF CALIFORNIA
BUDGET CHANGE PROPOSAL - FISCAL DETAIL (DF 46, REV 5/98)

STATE OPERATIONS (Dollars in Thousands)

DEPARTMENT: Commission on POST
 PROGRAM: 40 - ADMINISTRATION
 ELEMENT:
 BCP No.: 5

ORG. CODE: 8120

DATE: 09/10/2001

TITLE OF PROPOSED CHANGE: Graphic Designer III

	PERSONNEL YEARS		CURRENT	BUDGET
	CY	BY	YEAR	YEAR
TOTAL SALARIES AND WAGES ¹	0.0	1.0	\$0	\$51
SALARY SAVINGS		-0.1	\$0	-\$3
NET TOTAL SALARIES AND WAGES	0.0	0.9	\$0	\$48
STAFF BENEFITS ²			\$	\$10
TOTAL PERSONAL SERVICES	0.0	0.9	\$0	\$58
OPERATING EXPENSES AND EQUIPMENT ³				
GENERAL EXPENSE			\$0	\$7
PRINTING				1
COMMUNICATIONS				2
POSTAGE				
TRAVEL-IN STATE				1
TRAVEL-OUT OF STATE				
TRAINING				2
FACILITIES OPERATIONS				
UTILITIES				
CONSULTING & PROFESSIONAL SERVICES: INTERDEPARTMENTAL ³				
CONSULTING & PROFESSIONAL: EXTERNAL ³				-71
CONSOLIDATED DATA CENTERS:				
HEALTH AND WELFARE CENTER				
STEPHEN P. TEAL DATA CENTER				
DATA PROCESSING				
EQUIPMENT ³				
DEBT SERVICE				
OTHER ITEMS OF EXPENSE: (SPECIFY)				
TOTAL OPERATING EXPENSES AND EQUIPMENT			\$0	\$58
SPECIAL ITEMS OF EXPENSE ⁴			\$	\$
TOTAL STATE OPERATIONS EXPENDITURES			\$0	\$0
SOURCE OF FUNDS	APPROPRIATION			
	ORG	REF	FUND	
GENERAL FUND				\$
SPECIAL FUNDS	8120	001	0268	\$
FEDERAL FUNDS				\$
OTHER FUNDS - Contract Savings				\$
REIMBURSEMENTS				\$

TOTAL STATE OPERATIONS				-\$0	\$0
Fiscal Detail (Continued)					
LOCAL ASSISTANCE (Dollars in Thousands)					
SOURCE OF FUNDS	APPROPRIATION				
	ORG	REF	FUND		
GENERAL FUND				\$	\$
SPECIAL FUNDS	8120	101	0268	\$	\$
FEDERAL FUNDS				\$	\$
OTHER FUNDS - Contract Savings				\$	\$
REIMBURSEMENTS				\$	\$
TOTAL LOCAL ASSISTANCE				\$0	\$0
TOTAL STATE OPERATIONS AND LOCAL ASSISTANCE				\$0	\$0
DETAIL OF SALARIES AND WAGES					
	POSITIONS		SALARY/RANGE	AMOUNT (\$ in 000s)	
CLASSIFICATION⁵	CY	BY	(Whole Dollars)	CY	BY
Graphic Designer III	0.0	1.0	3886-4724	\$0	\$51
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
	0.0	0.0	\$0-\$0	0	0
TOTAL SALARIES AND WAGES	0.0	1.0		\$0	\$51
STAFF BENEFITS DETAIL (Whole Dollars)					
		%		CY	BY
OASDI		6.2		\$	\$3
HEALTH INSURANCE		8.36			4
RETIREMENT ⁶		4.166			2
WORKERS' COMPENSATION					
INDUSTRIAL DISABILITY LEAVE					
NON-INDUSTRIAL DISABILITY LEAVE					
UNEMPLOYMENT INSURANCE					
OTHER - MEDICARE		1.45			1
TOTAL⁷		20.176		\$0	\$10

SUPPLEMENTAL INFORMATION (DF 46, REV 5/98)					
DEPARTMENT: Commission on P.O.S.T.					
BCP No.: 5					
DATE: 9-10-01					
(Dollars in Thousands)					
			CURRENT YR.	BY	BY + ONE
PROPOSED EQUIPMENT					
TOTAL			\$0	\$0	\$0
PROPOSED CONTRACTS (BOTH EXTERNAL AND INTERDEPARTMENTAL)					
TOTAL			\$0	\$0	\$0
ONE-TIME COSTS					
TOTAL			\$0	\$0	\$0
FUTURE SAVINGS					
TOTAL			\$0	\$0	\$0
FULL-YEAR COST ADJUSTMENTS					
TOTAL			\$0	\$0	\$0

ADDITIONAL ADJUSTMENTS OR INFORMATION (Use this space for any other supplemental information.)

A. NATURE OF REQUEST

This is a request for a permanent, full-time Graphic Designer III position. If approved, this position will alleviate the need for the current staff to work overtime and will minimize the need to contract certain projects outside. Refer to Graphic Designer III, Duty Statement, (Attachment A). This position will be funded through a redirection of existing resources from external contracts. We anticipate that the addition of an in-house Graphic Designer III will decrease the need to contract out for these services.

The Commission on POST serves California law enforcement. Several of the ways we serve concern the subject of this BCP. One of the primary responsibilities of POST is to develop and produce law enforcement training, which can be direct course development, telecourse broadcasts over our satellite network, training publications, instructor manuals, course workbooks, manuals on POST guidelines, and CD-ROM interactive training. Additionally, a great deal of information is provided to our clients through our POST website at www.post.ca.gov. This one area is quickly becoming recognized as a key resource with a growing demand for more information within a user-friendly environment.

The role of Information Services Bureau (ISB) in the production of any of the presentation mediums referenced in the above paragraph is multi-faceted. However, one area that serves all POST bureaus is our Graphics Unit, which assists by producing all of the various graphics that may be required, this includes full-color covers, layouts for brochure, manuals, and various printed pieces, on-line forms, signage, and various other related materials, needed to produce the end-product. POST also produces monthly telecourses which require workbooks, bulletins and a course catalog. To date, POST has produced over 133 courses, which are broadcast twice monthly. There is a growing need for the graphics unit to provide additional support for digital artwork for telecourse, CD-ROM and DVD materials.

POST also produces manuals for the selection and training standards of California law enforcement. These manuals require the help of graphic design to uniquely identify and coordinate subject matter and related materials. There is a serious need to improve and update the overall look of our training materials in order to meet the needs of law enforcement. The production techniques used in the past are no longer sufficient to maintain current and relevant training materials.

The development of computer graphics and full-color design capability has brought new demands for creating artwork and designing support materials used by all of the POST bureaus, consultants and clients. Currently, the graphics unit has one Graphic Designer II and one part-time student assistant. They are responsible for providing all graphic design support, including critical and rush deadlines, as well as general support. Providing

quality support that is both timely and efficient for nine bureaus and their growing staff has become overwhelming for one full-time employee and a part-time student assistant.

B. BACKGROUND

POST has had one permanent graphic artist on staff since July 1978. Since that time, POST staff have increased from 88.5 to over 134. The number of bureaus has gone from five to nine, and many new and complex tasks and functions have been added to our overall strategic plan. As few as six years ago, the graphic artist at POST provided basic graphic design and layout using traditional paste-up techniques (i.e., no computer, or computer training, and a limited source of cut-and-paste clip art). When that individual retired in 1995, a new graphic artist was hired who stayed until May 1996, with little change in the overall production.

For the next recruitment, we converted the position to a Staff Services Analyst and sought an individual with more contemporary art and design training and computer graphics capabilities. The Staff Services Analyst hired brought POST's graphic capabilities into a new age. More sophisticated design, layout and color techniques were introduced where it was appropriate and necessary. The new designer also began developing and utilizing high-end graphics software and applications to produce the annual report, brochures, logos, displays, posters, publications, covers, "POSTScripts" and CD-ROM covers. During this time, POST began developing its web site, and the graphic designer played a key role in creating the look and feel of the POST web pages. Technology has also made it possible to create on-line electronic forms for internal use by POST staff and a series of web-based electronic forms for field use. This one area alone will dramatically increase the efficiency of acquiring and distributing POST data.

The Graphics Unit develops and produces the following media for law enforcement use:

Four Color Brochures	Manuals	PowerPoint Presentation Art
Charts	Miscellaneous Items	Publication Covers
Graphs	Miscellaneous Forms	Nameplates / Placards
Certificates	Monthly Newsletters	Response Forms / Mailers
Employment Bulletins	POST Directory	Scanned Art
Identification Cards	Posters	Signage
Maps	Promotional Material	Web Site Graphics

This improvement in quality and capability has resulted in more demand for high-end graphics to enhance our final products and our agency's image. Because of this high demand and increase in workload, a student intern position was established from the temporary help blanket to augment staffing and keep work to a manageable level, but even with this help the workload has continued to increase. The student averages 20 hours per week during school weeks and, when possible, increases to full-time for semester breaks and during the summer. However, helpful as this assistance is, a student intern requires ongoing hands-on training and supervision, which detracts from the time the graphic designer can devote to projects and tasks. The current student is scheduled to work until June 30, 2002. Please see, Student Workhours Chart (Attachment B).

C. STATE LEVEL CONSIDERATIONS

By law, POST is responsible for the standards and training of more than 90,000 law enforcement personnel, including records clerks, records supervisors and dispatchers in California. POST meets this mandate by employing a wide range of contemporary instructional media, all designed to enhance learning by motivating the student, providing timely testing and feedback, and presentation of realistic learning experiences. In accordance with our Strategic Plan, POST continually offers new and innovative technologies to provide training in every venue of the state. The various mediums utilized, (telecourse broadcasts, CD-ROM's, publications, workbooks, or the internet) require the support and talent of a professional graphics designer.

D. FACILITY/CAPITAL OUTLAY CONSIDERATIONS

POST recently remodeled its facilities and leased more space to accommodate existing personnel needs. The Graphics Unit space was enlarged and modularized and will accommodate additional staff.

E. JUSTIFICATION

The variety of assignments coming into the graphics unit has increased significantly. POST's Strategic Plan has driven tremendous changes in developing materials to provide services, learning materials or publications for our clients. The 2001 Strategic Plan speaks to automation of services through Electronic Data Interchange which are reflected in Goal B.5, B.6 and C.6. This years Plan also speaks to Web development In Goals C.2, C.3, and C.14. In addition developing an Internet/Intranet -delivered course as a pilot and developing the capability of the Internet to access reference material required in CD ROM multimedia courses are outlined in Goal B.3.

In Fiscal Year 1998-1999, the graphics unit received 128 graphic arts requests. During Fiscal Year 1999-2000, the number of requests almost doubled. During Fiscal Year 2000-2001, the number of graphic requests has continued to increase and would have been even higher had the position not been vacant for three months and work having to been contracted out. More importantly, the utilization of graphics and the expectation of using design elements to enhance other projects have changed significantly, making it a necessary part of most projects.

To meet these needs, the graphic design staff has been pushed to its limits. Consequently delays in production and long turn-around times have been problematic for POST units in need of graphic design services. As a result, some bureaus have been forced to contract for graphics services in the private sector. As an example, the turn-around time for a CD cover request by one of our training bureaus was a minimum of six weeks (a project which typically can be produced by a competent designer in three working days). Because of the delay the bureau had to go outside POST and go through a contract with a private design firm and be delayed additional weeks to produce the artwork at a cost of

\$1,500. Additionally, all 42 of the POST Basic Learning Domain workbooks were sub-contracted because of the workload and the unavailability of the graphics unit to assist. A number of telecourse workbooks have been produced via outside contract because of time sensitive requirements and the unavailability of the POST graphic designer to complete the work. The POST Biennial report graphics design and layout was contracted out this past year at a cost of \$9,000, and was delayed months past its planned publication date due in part to the contractors workload priorities. The next revision for the POST Telecourse Catalog is also being contracted outside.

With just these three projects being contracted out, one designer maintaining the ongoing in-house workload while managing outside projects places an additional burden on the workflow due to interruptions, scheduling conflicts, the need for offsite meetings and review of progress on the projects. Some projects would also be cost prohibitive to contract out when they have complex graphics and photo requirements. A related but more serious concern is the fact that the current graphic designer has logged over 97 hours of overtime in the past four months. The current workload prevents the day-to-day management of the design unit. Completed projects are not getting backed up properly. Tracking methods are not being set in place and filing is backlogged due to the crush off projects. All of these management tasks are as important as getting the work done, but are being overlooked or given minimal attention in order to meet job deadlines. Part of the reason the last designer left was related to fatigue and excessive workload. (See Graphic Design Overtime Chart below)

Graphic Design Unit Overtime				
Name	Month	Hours	Rate	Total
Graphic Designer II	May 01	22	28.53	627.66
	June 01	9	29.95	269.55
	Aug 01	41.5	29.95	1242.93
	Sept 01	24.5	29.95	733.78
	Totals	97		\$2873.92

The Graphic Design Unit is trying to create a consistent look and quality to the publications being produced. Contracting out would still require heavy involvement to oversee the work properly and ensure that it meets certain requirements.

There has not been adequate time available to evaluate the workload and establish patterns for types of projects that could be contracted out on a regular basis. This would also require establishing a working relationship with particular vendors who could become familiar with specific types of jobs. Because all outside jobs go to bid, establishing this type of relationship becomes difficult. Whenever a different vendor is selected, the learning curve starts all over again. Additionally, a significant source of

graphic design support is the freelance designer. Our state contracts put restrictions on this type of support. As the Graphic Design Unit develops, we will be able to determine which types of projects are better suited for outside contracting.

We know from experience that it is more costly to contract for design services than complete them in-house. Design studios charge an average of \$85.00 an hour for creative work. However, we are not only paying a higher cost to complete the work, we are also devoting more time from staff wanting the work done to have go coordinate with an off-site contractor. In addition, studios that contract work of this type are not necessarily in close proximity to POST, and there is more time lost by program development staff traveling off-site to review work and approve concept changes. Budgeting monies for a salaried onsite designer is more cost effective.

Another area of growth and concern is the POST web site. Web-based support has required over 1422 hours of the graphic designer's time in the past two Fiscal Years. The ongoing needs for web graphics, document support, and electronic forms, places additional time demands upon the graphic designer. Currently, most of the time-consuming and detail-oriented web-projects have been put on hold. Consequently, the look of the web is inconsistent, and the future workload is only rising, which will require a "catching-up" period. While we do have a new Webmaster on board at POST, that person's skills are in programming, linking, and organizing the POST Web site, not in design and layout that's required for graphics and forms design.

In our rapidly expanding and changing electronic age, the demand for electronic forms has increased dramatically. POST has lagged behind in this area, and is only now catching up, with the help of the graphic designer. The format used in the past (PDF) has been cumbersome and inefficient for both internal and client use. While these forms can be downloaded and electronically filled-in, they cannot be saved by the user and stored in a retrievable format. Instead, they must be printed in hard copy and submitted by U.S. mail, and a hard copy filed at the agency. POST currently has more than 75 internal forms and 80 external forms that are in paper form and used to transact business. POST staff also needs these forms converted to an electronic environment to speed the work flow and allow the forms to be imported into the individual workstations, so that they can be filled, saved and electronically filed. This forms management system must be replaced. The workload to convert these forms to an electronic environment requires an average of 10 hours per form and represents over 1500 hours of new workload for the back-logged graphics unit. Recently, the graphics unit developed a format for a new electronic form in Word that avoids software licensing concerns and creates a new generation of user friendly forms in a software compatible with our internal and external users. POST's plan is to convert all electronic forms to a Microsoft Word fillable format.

In 1978 when the Graphics Unit was established, POST produced 32 different law enforcement related training publications. Currently, the Publication Distribution Unit

(PDU) houses 77 POST originated publications. Each of these publications requires design and layout for both cover and content. In an effort to update our materials and improve their look and quality, each new or revised publication is being given a cover that reflects the specific subject matter. And even though, this process is being streamlined, there was a significant amount of time needed to develop the overall design. POST is also scheduling updates for 19 of the Basic Course Workbooks which require changes due to new laws and legislation. Due to the present generation of more visually-oriented students, not to mention their connection to the internet, learning materials must be laid out in an easy-to-follow format with sufficient "white space" and appropriate illustrations. As a result, more graphics have been requested by instructional institutions to enhance the content of POST's basic course materials and field workbooks. Involvement in this Basic Course Workbook project would be a new assignment for the Graphics Unit, since this work had previously been contracted out, and has become far too costly to continue on a contract basis. Work on this project represents a minimum of 400 hours of new graphics labor each year.

The POST Certified Course Catalog is a 2"-thick, 278 page document produced quarterly. The catalog lists 9,000 law enforcement course offerings throughout California, therefore it is very important to law enforcement officers, students and trainers. This publication requires tremendous maintenance to keep it updated because of the repetitive number of courses at different locations, the many course offerings and the many venues. It requires reformatting and a new design to make it more user friendly, but there has been insufficient time and staffing to make that possible. In 1999, the POST Catalog of Certified Courses was made available in CD-ROM as well as on the POST Web site. Prior to the new formats, reproducing and distributing 5000 hard copy catalogs every three months was costing POST an average of \$25,000. It is anticipated that more than 100 hours of a graphic designer's time will be required to redesign this catalog to save paper and make it easier for the field to use. To save agency money and provide faster access to POST customers, a project plan is being developed to provide the capability for downloading more of POST's publications. These publications were created in a WordPerfect format, which is not compatible with a web environment, and will have to be converted to Word. When the documents are converted, the old graphics or charts will have to be redone since they will not convert. The graphic designer will play an integral part in this project, creating updated graphics or obtaining new photos. An estimated 16-20 hours of designer time is planned for each publication. With plans to move many of the 77 publications to our web page, it would represent 9,845 pages. The workload to accomplish this will be extensive; however, the potential printing, packaging and mailing savings will be substantial.

One of the most important priorities for the graphics unit is to utilize the talent of our graphic designer to create the look and layout of the entire POST web site. In 1998-99, the graphic designer allocated approximately 400 hours to design the Home Page and some of the other preliminary web pages. POST bureaus charged with the delivery of training and services to our law enforcement clients have requested new pages with qualification information, applications, electronic forms, etc., in order to speed the flow

of information to the field. Our graphic designer has added only some of these new applications to the POST website; however, POST bureaus and customers are already realizing the benefit of web-based delivery of information. Interest has grown significantly in the POST web site every month this year, and within six months, hits climbed from 119,000 in January 2000 to 178,000 in July 2000. The average number of hits per month recorded in July 2001 was 448,323 and in August totaled 503,798, the most consistently accessed site at Teale Data Center. It is anticipated that a minimum of 200 hours of graphic design assistance will be required each year to provide new graphics, photos and layout and maintain the viability of the various segments of the POST web site.

The skill level and knowledge of a Graphic Designer III will be an important resource for Training Program Services education specialists assigned to Learning Technology Resources Center (LTRC), who are developing scenarios and materials for a training course to be offered over the internet in 2001 to California law enforcement officers. This would be an entirely new project for POST, and it would be important for the Graphic Designer III to be available to design and develop computer graphics for R&D projects developed by LTRC staff as prototypes to test various interface and instructional design features prior to contracting developing an entire course. So often, when one is doing something brand new, the process requires many iterations. There would be considerable cost savings, especially for this last function. This past year, a private firm contracted to produce graphics for an interactive project failed to produce useable graphics materials. This cost LTRC delays in their project, and we assigned our graphic designer to work up some concepts with the course development staff. Within several days, our staff produced workable concepts and worked with production staff in San Diego to produce the final artwork that was superior to the contract work. Having a qualified and experienced designer close at hand would greatly simplify that ongoing process and save both time and money.

Another high-priority demand on the workload has also been generated by the Electronic Data Interchange. This five-year project, which is taking POST's paperwork processes to a web-based environment, will require a commitment of additional time and graphics resources to assist Computer Services Bureau programmers in designing user friendly screen formats and web-based forms. New phases of the project will automate course certification, the reimbursement process, training rosters and certificates. Automation will help POST keep pace with the growing demands of our clients in the years to come. To date, the graphics unit has designed all of the EDI screens to be user friendly by selecting color schemes that promote readability and relieve eye strain. It is estimated that this project will require a minimum of 120 hours to assist with designing electronic forms, screen layouts and graphics.

The POST web-based applications are requiring extensive graphics support time to accomplish web page design, electronic forms, downloadable manuals and publications, and Clearinghouse projects. The projected workload to design and maintain the POST

web site is extensive. POST also needs to assemble a more current source of photos and images related to law enforcement issues for use in future projects. An experienced graphic designer develops this resource through familiarity, in addition to photo shoots related to specific projects, or specific items such as awards, plaques, badges, etc. While the student position has helped with less demanding projects, a full-time experienced graphic designer is needed to research, organize, and coordinate all art files related to specific graphics projects.

It is clearly necessary to obtain the services of an experienced Graphic Designer III to coordinate and meet the high demand and high volume for POST's web-based publications, graphics support throughout the bureaus, electronic forms, and to serve as the liaison and guide for designing the Electronic Data Interchange project over the next four years. In addition, an experienced lead Graphic Designer III is needed to oversee the redesign of POST printed publications and other materials.

It should also be noted that due to the nature of this type of work, and how this technology is continually evolving, the graphics unit staff needs to be able to keep up with ongoing software upgrades, changes in print media techniques and hardware, and web-based communication. Because of the lack of adequate staff support and backup, the POST graphic designer is unable to attend related training seminars and workshops, without impacting the workload. Refer to Graphic Designer III Workload Table, (Attachment C) April 2000 to September 2001 Workload Volume, (Attachment D).

F. ANALYSIS OF ALL FEASIBLE ALTERNATIVES

1) Continue to hire temporary staff. The graphic designer has been able to delegate simpler tasks to a student assistant; however, the student is limited in experience and design capabilities. He/she is also limited in the number of available hours based on the student's schedule. While the student's services are an asset, the graphic designer must take time away from more complex projects to direct, train or assist the student. The designer is continually interrupted by new workload demands and rush projects. With the current workload increasing requests, there is insufficient time for the designer to provide quality work and to complete projects on schedule. Temporary help who cannot become familiar with the environment will not improve this situation.

2) Do not add the Graphic Designer III position. The graphic designer and assistant will not be able to keep pace with the demands for graphic support. Bureaus will continue to be frustrated with project delays, and the graphic designer will be in an untenable and stressful work environment. The amount of overtime accrued has been an attempt to catch up with a back log of projects, but it is not expected nor should it be allowed to continue. POST bureaus with training or publication deadlines will be forced to go outside and contract for artwork at an average rate of \$85 per hour. Consultants will lose time and project costs will increase. Web site projects will be delayed and the Electronic Data Interchange project will be forced to hire an additional forms consultant who

understands the web is a visual medium. It will be imperative to find someone who can design pages so they are eye friendly to the clients. The consultant would have to know the importance of designing a visual hierarchy of information and the need for navigational tools in order for the project to move forward. This alternative would be unacceptable to POST management, POST's strategic plan goals, and bureau staff tasked with developing publications, CD-ROMs, brochures, etc.

3) Redirect Existing Program Staff. POST has conducted an organizational review of positions and programs and has concluded that (1) it is not feasible to redirect positions from other programs due to the critical need for existing programs, (2) no existing program is staffed at a level that could accommodate a redirection of staff without seriously impacting the performance of that program, (3) the level of skill and specialized training required by the graphics unit is not part of the general staffs' background, and could not be easily learned by staff unfamiliar with projects and computer software related to graphic design. Cross-training is not a viable alternative, and (4) there are no vacancies at POST which could be reclassified to a Graphic Designer position.

4) Establish a permanent, full-time Graphic Designer III position. A permanent Graphic Designer III position will provide leadership, experience, and work coordination to a growing number of diverse printed and web-based graphics projects. A talented professional is needed to oversee the high-end graphics unit, with an understanding about the importance of quality design and layout. The demand for printed materials, electronic forms, and digital graphics for both web and Intranet applications continues to grow. A lead Graphics Designer is essential to meet these demands, and ensure high-quality media products are provided to POST law enforcement clients.

G. TIMETABLE

Recruit and hire beginning July 1, 2002

H. RECOMMENDATION

Approve alternative four (4) which recommends the addition of one Graphic Designer III position to the POST Graphics Unit.

Duty Statement

Graphic Designer III

Function

Plan, organize and direct the activities of the Graphics Unit. The Graphic Designer III is responsible for project leadership; time management; state-of-the-art graphic design techniques, theories, and processes; departmental graphics programs and objectives. The Graphic Designer III should have the ability to implement alternate strategies available to establish and improve comprehensive graphic design programs; team-building techniques and principles. The Graphic Designer must understand the principles of effective proposal writing. Most key to this position is the ability to establish and maintain effective working relationships; negotiate time and creative alternatives; present ideas to a large or diverse audience; prepare project reports; and to use time effectively.

40%

- Consult with staff members requesting graphic design services
- Evaluate, prioritize, and complete requested services to ensure a continuous workflow of quality products
- Employ principles of graphic design, procedures for creating traditional and/or electronic files for single and multicolor materials
- Research, concept develop, and execute the production of appropriate and cost effective visual communication products
- Prioritize and supervise assignments for the Graphic Designer II

40%

- Utilize a PC, scanner, and other tools to produce traditional and on-line materials utilizing any of the following types of software: Adobe - Acrobat, Pagemaker, Illustrator, Photoshop, Microsoft - PowerPoint, Excel, FrontPage, and Word, Corel WordPerfect or Jetform FormFlow
- Produce traditional and on-line materials such as: brochures, newsletters, posters, publications, charts, graphs, maps, illustrations, digital images, presentation media, and electronically fillable forms
- Interpret statistical data for charts and graphs, electronic image editing and color correction, techniques of three-dimensional exhibit preparation, troubleshooting within the graphic design software
- Review narrative material and scan or create appropriate photos and/or illustrations
- Research the World Wide Web and other resources

20%

- Coordinate photo shoots of significant POST milestones, Telecourse filming, Staff photos
- Maintain a POST law enforcement photo library
- Maintain a project log and files
- Establish and maintain effective working relationships with industry vendors

Cost of Student Graphic Artist Workload

Overtime				
Student Assistant - <i>Temporary Help</i>	Month	Hours	Rate	Total
Student 1 – Work hours	July 99	75	9.32	699.00
	Aug 99	93	9.32	866.76
	Sept 99	92	9.32	857.44
	Oct 99	83	9.32	773.56
	Nov 99	90	9.32	838.80
	Dec 99	112	9.32	1043.84
	Jan 00	88	9.32	820.16
	Feb 00	93	9.79	910.47
	Mar 00	70	9.79	685.30
	Apr 00	73	9.79	714.67
	Totals	869		8,210.00
Student 2 – Work Hours	Aug 00	69.5	9.79	680.41
	Sept 00	98	10.18	997.64
	Oct 00	97	10.18	987.46
	Nov 00	76	10.18	778.77
	Dec 00	106.5	10.18	1084.17
	Jan 01	125.5	10.18	1277.59
	Feb 01	90.5	10.18	921.29
	Mar 01	91	10.18	926.38
	Apr 01	101	10.18	1028.18
	May 01	100	10.18	1018.00
	Jun 01	155	10.18	1577.90
	July 01	143	10.18	1455.74
	Aug 01	130	10.18	1323.40
	Sept	101	10.18	1028.18
	Totals	1,484.5		15,085.11

ISB Graphic Designer III Workload Table

Graphics Unit Project Management

Assignment	Amount	Time Per Item	Total Time Spent Per Year
Overall Management of graphic arts requests: meet with requestor regarding project, develop comps, proofs, revisions, monitor printing, scheduling and tracking completion, press checks, maintain filing system (Digital and hard copy) order supplies, train student etc.	260 projects/year	Average of 1 1/2 hr/project - management	390 hours (260 x 1.5 hours)
Coordinate photo shoots: Select location, obtain assistance from law enforcement for equipment or personnel.	12	8 hours average per shoot/off-site	96 hours
		Subtotal	486 hours

Electronic Forms

Develop electronic versions of all POST forms. (150) (review forms, redesign where necessary)	50 POST Forms / Year	10 hours	500 hours (50 x 10 hours)
		Subtotal	500 hours

POST Publications

Reformat and produce new graphics or charts for POST Publications. Design new covers where necessary.	10 publications average per year	16-20 hours per publication	200 hours (10 x 20 hours)
Reformat and redesign the Basic Course Learning Domain Workbooks, create charts, graphs, graphics or add photos where necessary.	19 Learning Domain Workbooks	20 hours per publication	380 hours (19 x 20 hours)
Redesign and reformat the POST Catalog of Certified Courses	1 Master Catalog	100 hours redesign	100 hours
		Subtotal	680 hours

Learning Technology Resource Center

Assist Learning Technology Resource Center curriculum design specialists with (Proposed new curriculum)	As needed for planned courseware development	Will vary with project and the number of iterations. Most recent project expended 60 hours for one video, 4 new ones planned as well as an Internet based course.	240 hours estimated
Designs Covers for 6 new CD-ROM courses	6 CD Covers	15 Hours per cover	90 hours
		Subtotal	330 hours

Electronic Data Interchange Project & Website Redesign

POST Website redesign and new graphics as requested by Webmaster and POST bureaus	As requested by bureaus and Webmaster	Varies with project. There are 9 bureaus requiring graphics and design work for web presentation.	320 hours/year A conservative estimate of time determined from the expended time to develop our web site layout and graphics.
		Subtotal	320 hours

		Total	2316 Hours
--	--	--------------	-------------------

ISB Graphic Designer II Workload from April 1, 2000 – to September 30, 2001

The graphic design workload over the last two years has dramatically changed in scope and volume due to the introduction of computer graphics and web design at POST. Each year, the demand for in-house support continues to grow at a significant rate. The following workload is based on graphic design requests that have been monitored over the last 18 months.

The table on this page presents an overview of the current workload. The following tables break down the assignments by type of project. Please note that the graphic designer II position was vacant for 3 ½ months.

ASSIGNMENT / RESPONSIBILITY	PROJECTS	AVERAGE TIME	TOTAL PER YEAR
Graphic Design Unit – General:			
Coordinate graphic arts or web design requests from initial concept through completion:	1033 routine miscellaneous projects*	Average 15 min to– 8 hrs/project	Approx 958 hrs
<ul style="list-style-type: none"> – meet with bureau contacts to discuss assignment, coordinate workflow and check on status – provide initial design concepts, layouts and proofs – make revisions/edits as needed – produce final printed materials or completed web designs 	105 specialized projects*	Varies per project from 10 hrs to several days to several weeks	Approx 2,591 hrs
Manage graphics unit:	Ongoing tracking and management tasks	Average 2.5 hrs/day	Approx 990 hrs
<ul style="list-style-type: none"> – maintain computer filing system and hard copy files – Order and maintain required materials – Manage student assistant assignments and scheduling – Troubleshooting – Staff Meetings – Training – Miscellaneous (interruptions, computer failures, software changes, blackouts, personal, etc.) 	Average of 3.5 Mtgs per/mo 24 hours training Time varies	Average 2.5 hrs per Mtg	54 hours 24 hours 396 hours
Coordinate I.D. photo shoots for POST staff and student assistants.	28 I.D. photo shoots	Average 30 min/shoot	Approx 14 hrs
Photo shoots for products, covers, and illustrations.	4 specialty photo shoots	Average 4 – 6 hrs/shoot	Approx 20 hrs
Scan original images, peruse website or files for stock photos.	Numerous (will use 75 for the purpose of this report)	Average 15 min – 2 hrs/ per project	Approx 75 hrs +
Meet with printers and outside vendors regarding equipment, materials, bids and press checks.	19 off-site visits	Average 2 hrs/visit including travel	Approx 38 hours
TOTAL			Approx 5160 hrs**

* Note: See specific projects listed on following pages.

** Note: Total hours do not include overtime.

The following lists identify specific projects:

ASSIGNMENT / RESPONSIBILITY	PROJECTS	AVERAGE TIME	TOTAL PER YEAR
A. Forms Design			
Transfer existing printed forms into on-line formats (evaluate each form and redesign where necessary)	6 external forms (field use) 10 internal forms	Average 10 hrs/project	Approx 160 hrs
Develop new on-line forms	7 on-line prototypes	Average 8 hrs/project	Approx 56 hrs
Revise existing printed forms	33 revised printed forms	Average 2 hrs/project	Approx 66 hrs
Subtotal			Approx 282 hrs
B. Brochures / Posters / Displays			
Design and produce various printed materials for POST programs, including layouts and final printing	- Simulator program - Institute for Criminal Investigation - POST brochure - Image Coalition brochure	Average 30 hrs/project	Approx 120 hrs
Design and produce posters, logos, nametags, certificates and display materials for POST law enforcement conferences	3 Separate symposiums included presentation logo posters / certificates invitations	Average 50 hrs/project	Approx 150 hrs
Subtotal			Approx 270 hours
C. PowerPoint Presentations / Organization Charts / Maps / Signage			
Develop PowerPoint presentations per request, including selection of slides, copy editing, formatting and revisions	2 presentations	Average 8 hrs/project	Approx 16 hrs
Design custom graphics for power point presentations for staff	10 graphics	Average 2 hrs each	Approx 20 hrs
Create / update POST or bureau organizational charts	10 new charts 16 updates	Average 4 hrs each Average 30 min each	Approx 40 hrs Approx 8 hrs
Custom maps and signage for various POST bureau functions and needs	Maps: New - Region Consultants - Training Delivery - Training Program - Compliance Review Maps: Updates 6 Fire escape floor plans (9) Signage for all POST bureaus, departments, staff, lobby directory, meeting and training rooms, etc.	Average 15 hrs/map Average 3 hrs/map Average 8 hrs/plan Estimate 4 weeks	Approx 60 hours Approx 18 hrs Approx 72 hrs Approx 160 hrs
Subtotal			Approx 394 hours

ASSIGNMENT / RESPONSIBILITY	PROJECTS	AVERAGE TIME	TOTAL PER YEAR
D. POST Publications / Newsletters / Miscellaneous Charts, Graphs, Images			
Design new POST publication covers as requested	9 publication covers	Average 20 hrs/project	Approx 180 hrs
Extensive formatting and addition of cover art, graphics, charts and images for new publications and miscellaneous projects	4 large-scale projects this period (over 150 pages each)	Average 180 hrs/project	Approx 720 hrs
	Numerous routine projects	Average 1 hr/project	Estimate 50 hrs
Format POSTScripts Newsletter	5 editions	Average 8 – 10 hrs/edition	Approx 72 hrs
	1 special edition	Approx 2 weeks	Estimate 60 hrs
	Develop new look	Estimate 1 – 2 weeks	Estimate 60 hrs
Subtotal			Approx 1142 hours
E. CD-ROM Graphics / Assist with Digital & DVD Images			
Design, layout and oversee final production of CD covers per requests	2 CD covers	Average 20 hrs each	Approx 40 hrs
Assist in the design and layout of various digital images for DVD presentation, including image and color adjustment, copy editing, and test screens	1 presentation	Approx 136 hrs	Approx 136 hrs
Subtotal			Approx 176 hours
F. POST Job Announcements / Miscellaneous Web Graphics			
Format local, city and county agency job announcements for POST web site	111 job announcements	Average 1 hr/site	Approx 111 hrs
Design/update printed job announcement bulletins for POST personnel recruitment efforts	4 bulletins	Average 2 hrs/bulletin	Approx 8 hrs
Develop new on-line job announcement form	Request form and POST reply	Estimate 16 hrs	Approx 16 hrs
Develop miscellaneous web graphics as requested by Webmaster and bureaus	As requested by bureaus and Webmaster – approximately 27 requests	Varies with project	Approx 480 hrs past 18 months
Subtotal			Approx 615 hours
G. Resolutions / Certificates / Nameplates			
Prepare plaques, resolutions or certificates as requested by Executive Director or POST Commission for retiring police chiefs, commissioners, or honorees	54 requests	Average 2.5 hrs/project	Approx 135 hrs
Produce certificates of completion for POST training courses	540 Training Certificates	Average 30 min each	Approx 270 hrs
Make nameplates for new staff or Commission members	64 Nameplates	Average 15 min each	Approx 16 hrs
	Redesign look and holder	Estimate 40 hrs	Estimate 40 hrs
Subtotal			Approx 461 hours

ASSIGNMENT / RESPONSIBILITY	PROJECTS	AVERAGE TIME
H. Outside Contracts and Specialty Projects		
Oversee outside projects from initial concept to final revisions and printing, including photo and image selection, copy editing, color selection and press checks	1) POST Biennial Report 2) CD Rom Cover 3) Format Mental Illness or Developmental Disability Publication 4) CPTN Catalog	Approximately 40 Hrs
Reformat POST Catalog of Certified Courses to HTML format for CD ROM	Was Produced quarterly- last issue Feb 2000 Now a Web-based Catalog	25 hrs/revision
Subtotal		65 hours

STATE OF CALIFORNIA

BUDGET CHANGE PROPOSAL - COVER SHEET

FOR FISCAL YEAR 2002-03

DF-46 (WORD Version)(REV 3/00)

Please report dollars in thousands.

Department of Finance

915 L Street

Sacramento, CA 95814

IMS Mail Code: A-15

CP #

0

PRIORITY NO.

6

ORG. CODE

8120

DEPARTMENT

Commission on POST

PROGRAM

10 - Standards

ELEMENT

COMPONENT

TITLE OF PROPOSED CHANGE

Testing Management System Funding

SUMMARY OF PROPOSED CHANGES

This proposal would restructure the funding of hardware and software purchases related to the replacement of the POSTRAC Testing System with an internet-based statewide Testing Management System (TMAS) for California law enforcement training academies, which was approved in the Budget Act of 2001.

REQUIRES
LEGISLATION☐ YES☒ NOCODE SECTION(S) TO BE
AMENDED/ADDEDBUDGET IMPACT—PROVIDE LIST AND
MARK IF APPLICABLE☒ ONE-TIME COST☐ FUTURE

SAVINGS

☒ FULL-YEAR COSTS☐ REVENUE☐ FACILITIES/CAPITAL COSTS

PREPARED BY

DATE

REVIEWED BY

DATE

DEPARTMENT DIRECTOR

Kenneth J. O'Brien

DATE

9/13/01

AGENCY SECRETARY

N/A

DATE

IF PROPOSAL AFFECTS ANOTHER DEPARTMENT, DOES OTHER DEPARTMENT CONCUR WITH PROPOSAL?

☐ YES☐ NO

ATTACH COMMENTS OF AFFECTED DEPARTMENT, SIGNED AND DATED BY THE DEPARTMENT DIRECTOR OR DESIGNEE.

FOR INFORMATION TECHNOLOGY REQUESTS, SPECIFY THE DATE SPECIAL PROJECT REPORT (SPR) OR FEASIBILITY STUDY REPORT (FSR) WAS APPROVED BY DOIT.

DATE 9/1/00 PROJECT # 8120-11

FSR ☒

OR

SPR ☐DOF ANALYST USE
(ADDITIONAL REVIEW)CAPITAL OUTLAY ☐TIRU ☐FSCU ☐OSAE ☐CALSTARS ☐

STATE OF CALIFORNIA
BUDGET CHANGE PROPOSAL—FISCAL DETAIL
STATE OPERATIONS

DF-46 (REV 03/00)

Please report dollars in thousands.

Department of Finance
915 L Street
Sacramento, CA 95814
IMS Mail Code: A-15

P #		DATE 9/13/01	TITLE OF PROPOSED CHANGE Testing Management System Funding	
PROGRAM 10 - Standards		ELEMENT	COMPONENT	
	PERSONNEL YEARS			
	CY	BY	CURRENT YR.	BUDGET YR.
TOTAL SALARIES AND WAGES ¹			\$	\$
SALARY SAVINGS	-	-	-	-\$
NET TOTAL SALARIES AND	0	0	\$0	\$
STAFF BENEFITS ²			\$	\$
TOTAL PERSONAL SERVICES	0	0	\$0	\$
OPERATING EXPENSES AND EQUIPMENT ³				
GENERAL EXPENSE				
PRINTING				
COMMUNICATIONS				
POSTAGE				
TRAVEL—IN STATE				
TRAVEL—OUT OF STATE				
TRAINING				
FACILITIES OPERATIONS				
UTILITIES				
CONSULTING & PROFESSIONAL: Interdepartmental (provide list)				
CONSULTING & PROFESSIONAL: External (provide list)				
CONSOLIDATED DATA CENTERS				
Health and Welfare Data Center			()	()
Stephen P. Teale Data Center			()	()
DATA PROCESSING				-1033
EQUIPMENT (provide list)				
DEBT SERVICE				
OTHER ITEMS OF EXPENSE: (specify below)				
TOTAL OPERATING EXPENSES AND EQUIPMENT			\$0	\$-1033
SPECIAL ITEMS OF EXPENSE ⁴			\$	\$
TOTAL STATE OPERATIONS EXPENDITURES			\$0	\$-1033
SOURCE OF FUNDS	APPROPRIATION NO.			
	ORG	REF	FUND	
GENERAL FUND				\$
SPECIAL FUNDS	8120	001	0268	\$
FEDERAL FUNDS				\$
OTHER FUNDS (SPECIFY)				\$
IMBURSEMENTS				\$

¹ ITEMIZED DETAIL ON PAGE I-3 BY CLASSIFICATION AS IN SALARIES AND WAGES SUPPLEMENT.

² PROVIDE DETAIL ON PAGE I-3.

³ PROVIDE LIST ON PAGE I-4.

⁴ SPECIAL ITEMS OF EXPENSE MUST BE TITLED. PLEASE REFER TO THE UNIFORM CODES MANUAL FOR A LIST OF THE STANDARDIZED SPECIAL ITEMS OF EXPENSE OBJECT WHICH MAY BE USED.

LOCAL ASSISTANCE AND DETAIL OF STAFF BENEFITS AND PERSONAL SERVICES

LOCAL ASSISTANCE				\$ ()	\$ ()
SOURCE OF FUNDS	APPROPRIATION NO.				
	ORG	REF	FUND		
GENERAL FUND				\$	\$
SPECIAL FUNDS				\$	\$
FEDERAL FUNDS				\$	\$
OTHER FUNDS (SPECIFY)				\$	\$
REIMBURSEMENTS				\$	\$

	CURRENT YEAR	BUDGET YEAR
STAFF BENEFITS DETAIL	(WHOLE DOLLARS)	
OASDI	\$	\$
HEALTH INSURANCE		\$
RETIREMENT ²		
WORKERS' COMPENSATION		
INDUSTRIAL DISABILITY LEAVE		
NON-INDUSTRIAL DISABILITY LEAVE		
UNEMPLOYMENT INSURANCE		
OTHER		
TOTAL ³	\$0	\$

NOTE: INFORMATION PROVIDED SHOULD APPEAR IN THE SAME FORMAT AS IT WOULD APPEAR ON THE SCHEDULE 2 (CHANGES IN AUTHORIZED POSITIONS).

³ TOTALS MUST BE ROUNDED TO THE NEAREST THOUSAND DOLLARS BEFORE POSTING TO PAGE I-2.

SUPPLEMENTAL INFORMATION*Please report dollars in thousands.***DEPARTMENT**

Commission on POST

BCP#

6

FISCAL YEAR

2002-03

IDENTIFY ALL PROPOSED ITEMS WHICH FIT INTO THE CATEGORIES LISTED BELOW. SEE INSTRUCTIONS ON PAGES I-7 AND I-8.

	CURRENT YEAR	BUDGET YEAR	BUDGET YEAR + ONE
PROPOSED EQUIPMENT	0	\$0	0
TOTAL	\$0	\$0	\$0
PROPOSED CONTRACTS			
TOTAL	\$0	\$0	\$0
ONE-TIME COSTS (LIST BY ITEM)			
Hardware and software purchases		-2098	
services contract		441	
Financing of hardware and software		624	624
TOTAL	\$	\$-1033	\$624
FUTURE SAVINGS			
TOTAL	\$	\$	\$
FULL-YEAR COST ADJUSTMENTS			
TOTAL	\$	\$	\$
FACILITIES/CAPITAL COSTS *			
TOTAL	\$	\$	\$

* Indicate one-time or ongoing.

BUDGET CHANGE PROPOSAL - ANALYSIS OF PROBLEM

EACH BCP MUST FULLY ADDRESS ALL OF THE FOLLOWING ITEMS. ITEMS A THROUGH G ARE EXPLAINED IN ATTACHMENT II. USE AS MUCH SPACE AS NECESSARY FOR EACH ITEM. FOR DEPARTMENTS FILLING OUT THIS FORM ON-LINE, THERE IS NO LIMIT ON THE SPACE TO EXPAND. FOR DEPARTMENTS FILLING OUT THIS FORM ON THE HARD COPY, INSTEAD OF TYPING ON THIS PAGE, RESPOND TO THESE ITEMS ON AN ATTACHMENT IN THE PRESCRIBED ORDER WITH THE APPROPRIATE HEADINGS.

A. NATURE OF REQUEST

This proposal is to finance the second year of the acquisition of the Testing Management System over a period of 3 years. The planned second year funding of the 2 year project was \$2,098,000. In order to save funds in the second year, it is proposed to finance the hardware and software purchases over 3 years at an interest rate of approximately 7 - 8 percent. This will add an estimated \$215,000 to the total cost of the project, but it will reduce the amount of funds necessary in the second year considerably. Total second year requirements are \$1,065,000, \$441,000 for a data processing services contract and \$624,000 for first year financing of hardware and software costs. This is a reduction of \$1,033,000 from the previously approved amount for the second year. There will be a reduction in FY 2003-04 for the data processing services contract of \$441,000, and FY 2003-04 and FY 2004-05 costs will be \$624,000 each year. Total costs for the 3 year financing will be \$2,313,000.

B. BACKGROUND/HISTORY

In FY 2001-02, POST submitted a successful proposal for the acquisition, installation and support of testing software and computer hardware components that are necessary to establish an Internet-based, statewide Testing Management System (TMAS) for California law enforcement training academies. The proposal contained a report entitled: "Feasibility Study Report For a Project to Implement Communications Infrastructure Support Testing Management Software And Replace The POSTRAC System" (FSR).

The proposal requested to replace a 13-year old computerized testing system (POSTRAC) that POST currently uses to deliver 52 state-mandated certification tests to Regular Basic Academies throughout the state. These are job-related, curriculum valid tests which POST develops for the purpose of certifying the competence of police recruits as they proceed through basic training. These high-stakes exams are continuously updated to keep pace with changes in the law and professional practice, and are delivered to the academies, via POSTRAC, on a monthly basis. These standardized tests greatly enhance POST's ability to assure that only qualified persons are appointed as peace officers throughout California.

While once state-of-the-art, the character-based (DOS) POSTRAC program has become obsolete; it no longer functions reliably or effectively in modern, Windows-based computing environments, and it is functionally several generations behind contemporary theory and practice regarding testing and measurement software.

The approved project will replace POSTRAC with a modern testing system that is capable of providing Internet-based, user-friendly, multi-media adaptive testing. Such systems are employed in numerous educational programs throughout the country. Among the demonstrated benefits in these programs are ease of system use, increased test security, enhanced and expanded test construction, simplified test administration, instant scoring and reporting, hyper-text links to curricula resources, significantly increased test item validity, and substantially reduced operating costs.

C. STATE LEVEL CONSIDERATIONS

The Commission on Peace Officer Standards and Training is statutorily mandated to develop and administer selection and training standards for California's peace officers. Through its efforts over the years, California POST has become recognized nationally as a leader in peace officer training. Recognizing that effective law enforcement is the cornerstone of a free and safe society, POST understands that it must ensure quality, integrity, and accountability in all its programs. The accomplishment of this mission requires POST to explore and use appropriate technologies to deliver relevant, client-based programs and services.

BUDGET CHANGE PROPOSAL - ANALYSIS OF PROBLEM

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Initiation of the proposed testing management system will enhance POST's mission to allocate its resources effectively and in the most productive and equitable manner possible. Concurrently, local agencies will realize a significant savings in the cost of managing their testing environment. Both POST and local agencies will improve the process by which peace officer candidates are tested and through which records of their performance are maintained.

In order to assure that the system is operational, statewide, POST must take a leadership role in providing the technical infrastructure required at the academies. To impose the requirement that local agencies make the necessary investment in equipment and software would likely prove an untenable burden and would require that POST support two systems for many years to come. To do so would be cost prohibitive.

D. FACILITY/CAPITAL OUTLAY CONSIDERATIONS

N/A

E. JUSTIFICATION

This proposal is to finance the second year of the approved Testing Management System over a period of 3 years. Financing would be arranged through the Department of General Services G-Smart Program. The second year of the project was approved for a total of \$2,098,000. Financing the second year over a 3 year period will reduce the amount required during the second year by \$1,033,000. The financing option is fiscally prudent in light of the current economic conditions (e.g. the reduction of POTF resources due to transfers made to other agencies and the reduction in anticipated revenues to the POTF). It should be noted that though the expenditures will be financed over a 3 year period, the implementation of the project will not be phased in over a similar 3 year period. Implementation of the project will therefore not be delayed.

F. ANALYSIS OF ALL FEASIBLE ALTERNATIVES

1. Leave Year 2 Fully Funded: This alternative would require \$2,098,000 for the second year of the approved project. As POST does not have sufficient resources in the Peace Officers' Training Fund (POTF), it may require resources from another source such as the General Fund.

2. Finance Year 2 of the Testing Management System Project: This alternative would spread funding of the purchase of hardware and software over a 3 year period while not delaying the implementation of the project. This would have less of a funding drain on POST and obviate the possible need for other resources in order to fully fund the second year of the project.

G. TIMETABLE

If approved, this change would be implemented July 1, 2002. As indicated in Section A above, actual funding for the second year of the previously approved Testing Management System project would be reduced by \$1,033,000, leaving \$1,065,000 in the budget for Fiscal Year 2002-03. There would be an additional reduction of \$441,000 in FY 03-04 for the one time data processing costs reflected in FY 02-03. The funds required in FY 03-04 total \$624,000, and the amount required in FY 04-05 is also \$624,000. No additional funding will be required in FY 2005-06.

BUDGET CHANGE PROPOSAL - ANALYSIS OF PROBLEM

EACH BCP MUST FULLY ADDRESS ALL OF THE FOLLOWING ITEMS. ITEMS A THROUGH G ARE EXPLAINED IN ATTACHMENT II. USE AS MUCH SPACE AS NECESSARY FOR EACH ITEM. FOR DEPARTMENTS FILLING OUT THIS FORM ON-LINE, THERE IS NO LIMIT ON THE SPACE TO EXPAND. FOR DEPARTMENTS FILLING OUT THIS FORM ON THE HARD COPY, INSTEAD OF TYPING ON THIS PAGE, RESPOND TO THESE ITEMS ON AN ATTACHMENT IN THE PRESCRIBED ORDER WITH THE APPROPRIATE HEADINGS.

H. RECOMMENDATION

Alternative #2, authorize POST to finance the second year of the approved POST Statewide Testing Management System over a 3 year period. A total of \$2,313,000 would be allocated over a 3 year period, \$1,065,000 for FY 2002-2003 (which is actually a reduction of \$1,033,000 from the previously approved amount), and \$624,000 for FY 2003-2004 and FY 2004-05. No additional funding will be required in FY 2005-06.

PROPOSED CONTRACTS FOR FY 2002/03**A. Training Contracts**

<u>Subject/Contractor</u>	<u>FY 2001-02 Amount</u>
1. Management Course California State University Long Beach California State University Humboldt California State University San Jose San Diego Regional Training Center	\$607,051
2. Executive Training San Diego Regional Training Center	542,641
3. Supervisory Leadership Institute California State University Long Beach	1,316,087
4. Various Law Enforcement Training Courses Department of Justice	2,211,225
5. Executive Development Course Santa Rosa Regional Training Center	159,911
6. Case Law Update Video Production Alameda County District Attorney Golden West College	132,000
7. Telecourse Programs California State University San Diego	1,680,847
8. Master Instructor Program San Diego Regional Training Center	274,906
9. ICI Core, Homicide, and Sexual Assault Courses Sacramento Regional Criminal Justice Trng Cntr California State University San Jose Foundation Los Angeles Police Department San Diego Regional Training Center San Francisco Police Department Los Angeles Sheriff's Department State Center RTC - Fresno	1,389,255

Subject/ContractorFY 2001-02 Amount

10.	Basic Narcotics, Motorcycle, and Driver Training. Various presenters	3,008,743
11.	Driver Simulator Training and Force Option Training Various presenters	3,453,311
12.	Labor/Management Partnerships Course San Diego Regional Training Center	69,907
12.	Tools for Tolerance Simon Wiesenthal Center	1,556,000 *
13.	Crime Analysis Training California State University Sacramento	120,000
14.	Basic Course Proficiency Exam (Cooperative Personnel Services)	109,467
15.	Entry-Level Reading and Writing Test Battery (Office of State Publishing)	130,170
16.	PC 832 Written Examination (Cooperative Personnel Services)	38,510
17.	Entry-Level Dispatcher Selection Test Battery. (Cooperative Personnel Services)	190,000.
18.	Reading and Writing Test Item Development (Cooperative Personnel Services)	50,984
19.	Basic Course Student Workbook Instructional System Office of State Publishing	174,400

Sub-total, Training Contracts

\$ 17,215,415

* Contingent upon POST receiving supplemental funding or legislative requirement.

ATTACHMENT "A"

B. Administration Contracts

<u>Subject/Contractor</u>	<u>FY 2001-02 Amount</u>
1. Auditing Services State Controller's Office	\$85,000
2. Computer Services Teale Data Center	\$65,000
3. CALSTARS Contract Health and Welfare Data Center	\$35,000
4. Library Subscription Services EBSCO Subscription Services	\$16,000
5. Travel Agency Services Davisville Travel	\$63,000
Sub-total, Administration Contracts	\$ 264,000
Grand Total, All Contracts	\$17,479,415

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.

LEGISLATIVE REVIEW COMMITTEE

January 31, 2002

Mission Inn, Riverside
3649 Mission Inn Avenue
Riverside, CA 92501
(909) 784-0300



CALIFORNIA MEMBERS

Gray Davis
Governor

Bill Lockyer
Attorney General

Laurie Smith, Chairman ✓
Lee Baca
Patrick Boyd ✓
James Fox ✓
Bud Hawkins
Monty Holden ✓
Bill Kolender ✓

AGENDA

8:30 A.M.

ATTACHMENT

A. Status of Legislation of Interest to POST

A

See attached

B. Status of Effort to Seek Legislation in Support of
Permanently Increasing POST's Portion of the POTF

B



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

2001 Status of Active Legislation of Interest to POST

(Revised December 19, 2001)

(Note: Text in bold indicates new bills added to list or different bill status since last revision)

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
AB 155 (Lowenthal)	<p>Commission on Peace Officer Standards and Training: Existing law provides that the Commission on Peace Officer Standards and Training consists of 14 members appointed by the Governor. Four members are peace officers of the rank of sergeant or below. This bill would increase the size of the Commission to 15 members appointed by the Governor by adding one additional member from the rank of sergeant or below.</p> <p>Commission Position: Neutral</p>	Two-Year Bill
AB 204 (Lowenthal)	<p>Driver Training: Currently, POST receives an annual transfer of \$14 million from the Driver Training Fund. The bill would transfer the amount of money transferred monthly from the State Penalty Fund to the Driver Training Penalty Assessment Fund from the Driver Training Penalty Assessment Fund to the General Fund and would appropriate annually the amount so transferred in each fiscal year from the General Fund to the State Department of Education for the purposes of, solely and exclusively, providing driver training instruction in the public schools. Passage of this bill could result in a \$14 million reduction in POST revenues.</p> <p>Commission Position: Oppose</p>	Two-Year Bill <i>Held in obeyance</i>
AB 355 (Havice)	<p>Peace Officers: School Resource Officer Training: This bill would require the Commission to develop a course, before January 1, 2002, for school police personnel and peace officers assigned to school resource officer duties. The course would cover specified topics related to the position of school resource officer. Specified school police personnel and peace officers assigned to work in schools, hired after January 1, 2002, would be required to complete the course.</p> <p>Commission Position: Neutral</p>	Senate Appropriations Committee - Suspense File
AB 758 (Maddox)	<p>Peace Officers: Spinal X-Rays: Existing law defines personnel records for peace officers. This bill would require any peace officer, as specified, who is hired by a city, county, or city and county, to have a spinal x-ray at the time of hiring at the expense of the city, county, or city and county. The x-ray shall become a part of the permanent record of the peace officer.</p> <p>Commission Position: Neutral</p>	Two-Year Bill

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
AB 882 (Cedillo)	<p>Peace Officers: This bill would provide that persons found or adjudged guilty of a felony, and persons adjudged or found guilty of an offense punishable as a felony or misdemeanor if either (1) the sentence imposes punishment other than imprisonment in the state prison, or (2) the court grants probation without imposition of sentence and declares the offense to be a misdemeanor, are prohibited from holding office or being employed as a peace officer.</p> <p>This bill would eliminate the Commission's power to withdraw or revoke certificates. It would limit the Commission's authority to cancel certificates to those situations in which a certificate was obtained as the result of misrepresentation, fraud, or an administrative error. This bill would also prohibit the Commission from following existing regulations for the revocation or withdrawal of certificates and from issuing any new regulations that provide for the revocation or withdrawal of certificates.</p> <p>This bill would establish that certificates of the Commission shall be considered professional certificates. It would require the Commission to enter a notation in the Commission's training record whenever a person holding a certificate is determined to be disqualified from holding office or being employed as a peace officer on the grounds of having committed a specified offense.</p> <p>The bill would require the law enforcement agency that employs, or formerly employed a person who is required to hold a certificate, or the law enforcement agency that investigates an offense to notify the Commission of a felony conviction within 30 days of the conclusion of the proceedings. The bill would authorize the Commission to reinstate a person's certificate in the event a conviction of the offense requiring ineligibility is subsequently overturned or reversed by the action of a court of competent jurisdiction.</p> <p><i>Commission Position: Neutral</i></p>	Two-Year Bill
AB 1339 (Keeley)	<p>School Security Training: Peace Officers and Security Guards: Existing law requires any school peace officer employed by a K-12 public school district, or a community college district, to complete a prescribed course of training, as specified.</p> <p>This bill would, in addition, require a peace officer assigned primarily to K-12 or community college campus, who works less than 20 hours per week, to complete that prescribed course of training, as specified.</p> <p><i>Commission Position: Neutral</i></p>	Two-Year Bill

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
SB 173 (Poochigian)	<p>Peace Officers: Reserve Officer Training: Existing law requires the Commission on Peace Officer Standards and Training to annually allocate from the Peace Officers' Training Fund to each city, county, and district, as specified, for training expenses of full-time regularly paid employees of eligible agencies from the city, county, or district. This bill additionally would include reserve officers as persons to whom these training expenses apply.</p> <p><i>Commission Position: Oppose</i></p>	Two-Year Bill
SB 911 (Alarcon)	<p>Tribal Justice: This bill would state the Legislature's findings and declarations with respect to crime and law enforcement within Indian country. This bill would require that all law enforcement officers in the state receive training regarding tribal issues by taking courses on tribal issues by taking courses on tribal issues developed by the Commission on Peace Officer Standards and Training in collaboration with various state agencies that deal with tribal issues.</p> <p><i>Commission Position: Oppose, unless amended</i></p>	Two-Year Bill
SB 1211 (Romero)	<p>Peace Officers: Interrogations: This bill would provide that, except as provided, where a peace officer has questioned a suspect who is in custody after that suspect has invoked his or her right to remain silent or right to have an attorney present, the suspect's statement and evidence derived from that statement would not be admissible into evidence or otherwise used by the prosecution for any purpose at the suspect's preliminary hearing, grand jury proceeding, trial, or sentencing.</p> <p><i>Commission Position: Neutral</i></p>	Assembly Floor - Third Reading File

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

2001 Status of Informational Legislation

(Note: Text in bold indicates new bills added to list or different bill status since last revision.)

Bill #	Subject	Status
AB 86 (Cardenas)	Law Enforcement Funding: Existing provisions of the California Constitution and related implementing statutes provide for the imposition of specified statewide sales and use tax rate, and require that the revenues derived from that rate be allocated to qualifying local agencies, as described, to supplement otherwise available funding for local public safety services, as defined. Under existing law, these statutes governing supplemental local law enforcement funding will become inoperative on July 1, 2002, and will be repealed as of January 1, 2003. This bill would make these provisions inoperative on July 1, 2007, and would repeal them as of January 1, 2008.	In Senate - Held at Desk
AB 376 (Chavez)	Public Safety Officers: Peer Support Program: This bill would require the Commission on Peace Officer Standards and Training to develop peer support training, as specified. <i>Commission Position: Neutral</i>	No Longer Pertains to POST
AB 562 (Cox)	Local Law Enforcement Funding: Existing law establishes in each county treasury a Supplemental Law Enforcement Services Fund (SLESF), sets forth provisions governing the administration of these funds, and appropriates \$242,600,000 from the General Fund for the 2000-01 fiscal year for allocation to counties and other entities for specified law enforcement purposes. This bill would appropriate \$100,000,000 from the General Fund to the Controller to be allocated to county sheriffs, city police chiefs, specified special districts providing police protection services, and cities that contract for police and sheriff services, for the purpose of funding technology grants and technology-related acquisitions to enhance public safety.	In Assembly - Suspense File

Bill #	Subject	Status
AB 687 (Thomson)	<p>Emergency Medical Services: Trauma Care Systems: Currently POST receives an annual transfer of \$14 million from the Driver Training Fund to the POST Budget. These funds are used for a number of critical ongoing police training programs. This bill deletes the Driver Training Fund and replaces it with the Emergency Medical Services and Trauma Care Fund. This action could result in the loss of \$14 million in POST revenues.</p> <p><i>Commission Position: No Position</i></p>	No Longer Pertains to POST
AB 838 (Koretz)	<p>Public Post Secondary Education: Waiver of Tuition for Peace Officers: Existing law prohibits any state-owned college, university, community college, or other school from charging any mandatory system-wide tuition or fees to certain dependents or survivors of veterans, including any child of any veteran of the United States military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the annual income of the child, including the value of any support received from a parent, does not exceed the national poverty level as defined. This bill would prohibit the regents, the board of directors, the trustees, or any community college district from requiring mandatory system-wide fees or tuition of a full-time peace officer who is a resident of the state, is employed on active status, and whose principal duties consist of active law enforcement services, as defined. This prohibition would be applicable to the regents only if the regents, by resolution, make them applicable.</p>	In Assembly - Suspense File
AB 1555 (Ashburn)	<p>Mental Health: Peace Officers and Crimes: Under existing law, various officers and employees of state and local agencies, including officers of a state hospital under the jurisdiction of the State Department of Mental Health or the State Department of Developmental Services, are classified as peace officers. Existing law authorizes these state hospital peace officers to carry firearms only if authorized and under terms and conditions specified by their employing agency. This bill would specify that these peace officers are required to complete the Regular Basic Course of training prescribed by the Commission on Peace Officer Standards and Training.</p> <p><i>Commission Position: No Position</i></p>	No Longer Pertains to POST

Bill #	Subject	Status
SB 27 (Brulte)	<p>Law Enforcement Funding: Existing law establishes in each county treasury a Supplemental Law Enforcement Services Fund (SLESF), sets forth provisions governing the administration of these funds, and appropriated \$242,600,000 from the General Fund for the 2000-01 fiscal year for allocation to counties and other entities for specified law enforcement purposes. This bill would appropriate \$75,000,000, and an amount sufficient to ensure the receipt of no less than \$100,000 by each recipient, from the General Fund to the Controller to be allocated, as specified, and subject to prescribed conditions, to county sheriffs, city police chiefs, and certain cities and special districts for the purpose of funding technology grants and technology-related acquisitions to enhance public safety.</p>	Assembly Desk
SB 823 (Poochigian)	<p>Local Law Enforcement Funding: Existing law establishes in each county treasury a Supplemental Law Enforcement Services Fund that receives from the Controller an annual allocation of state funds. Moneys from this fund are required to be allocated by the county auditor to the county, each city located within that county, and designated districts providing law enforcement services, in accordance with specified requirements. The moneys are allocated for, among other things, front-line law enforcement services and the implementation of a comprehensive multi-agency juvenile justice plan with specified components and objectives, developed by the local juvenile justice coordinating council in each county and city and county. These provisions will become inoperative on July 1, 2002, and are repealed as of January 1, 2003.</p> <p>This bill would prohibit the county auditor from transferring moneys from the fund to a recipient agency until the county Supplemental Law Enforcement oversight committee certifies receipt of an approved expenditure plan from the governing board of that agency. The bill would also delete the inoperative and repeal dates, thereby continuing the operation of this funding program indefinitely.</p>	Assembly Appropriations Committee